

## **GENERAL INTERVIEW TIPS**

**Dress:** Gentlemen should generally wear a suit or sport-coat with Dress Slacks, with a white or light-colored shirt and tie. Women should wear equally professional and appropriate business attire. It is always appropriate to inquire with your executive search consultant, or if you are dealing with the club directly, the General Manager or Human Resources Manager, about expectations. Remember, you have only one chance for that first impression. If you are also asked to participate in an On-Court teaching interview, it is always best to check whether predominantly white tennis attire is required. Even if an all-white tradition is not in place, attire should remain conservative and above all, unwrinkled, clean and professional.

**Social Engagement** Depending on the schedule and time of your interview, you may be invited to participate in a breakfast, lunch or dinner, as a part of your interview. If an activity of this type is included, this occasion will serve as a great time to converse casually, however please remember that you are being considered, and interviewed at all times.

**Your Formal Interviews:** Consider your interview a relaxed conversation, but one in which you will be asked most of the questions. Some simple tips to help you succeed include:

- **Be Brief:** Most candidates talk too long, and too much. 1 – 1 ½ minutes is an ideal length of time for most responses.
- **Be Yourself:** You have reached this stage of the process by being YOU. Don't try to be anything other than yourself. Be engaging, fun (within reason) and be prepared to shine!
- **Notepad / Writing Portfolio:** It is always a good idea to have something with you in which to make notes, and never is this more important than in an interview. This demonstrates your attention to detail and there are times when making a note for yourself can be helpful. Examples could be a multi-part question you are asked, or a thought that you wish to follow up on as the interview proceeds.
- **Questions:** Questions are generally encouraged towards the conclusion of an in-person interview, however consider your audience when deciding which questions to ask, and when. If you are interviewing with a Search Committee, this group would be unlikely to be in a position to respond to questions about employee health insurance, or vacation policy. (This question would be more appropriate during a one-on-one conversation with the General Manager, or the executive search consultant managing the interview process). Give thought to your questions before the interview, write them down, and ask your questions to the appropriate person, at an appropriate time.

**After the Interview:** The period after an in-person interview is often an unsettled time. Try to stay relaxed. The worst that can happen is you will continue in your search, but aided by an enormous amount of additional experience that will serve you well as you continue in your career. The best that can happen is that you can embark on a new chapter in your career. Either way, you should be exceptionally proud of the work you have done in earning the opportunity, and preparing for the interview.

- **Thank you:** An email note of thanks for the opportunity to interview is appropriate. Depending on your communication prior to the interview (whether you have dealt with only an executive search consultant or the general manager / owner directly), your email should be sent appropriately. If you have dealt only with a consultant, ask to whom your email should be directed.