



## Interview Preparation:

### Keys to Success

#### Focus on leadership

You are interviewing for a management position, so you must emphasize your leadership skills and provide examples throughout your interview that show you are a strong leader. Focus on jobs where you held the most responsibility. Also, remember to talk about your soft skills.

#### Learn manufacturing concepts

Most industries use process improvement methodologies, but manufacturing relies on them. Familiarize yourself with terms such as 5S, Lean Six Sigma, the Theory of Constraints, Kaizen, and others. You do not have to have experience with these systems, but you must be able to articulate a basic understanding and a willingness to learn. Lean Manufacturing refers to finding efficiencies and improving quality. Look closely at your own military experiences and try, where possible, to relate any of your own process improvement examples to the interviewer.

#### Tailor your strengths

Tailor your strengths to the company's needs. As a successful military leader, you have several strengths. Emphasize the strengths that match up with that company's needs throughout your interview.

- Exceptional maturity and proven leadership skills
- Strong team orientation and team-building skills
- Adaptable, flexible and marketable
- Highly skilled and with a quicker learning curve
- Loyal and stable

#### Examples are key

You must support your answers with specific examples. Those examples will add depth to your answers and make an impact on the interviewer.

#### Energy and enthusiasm

Show the interviewer that you want the job. Would you hire someone who seemed disinterested? An interviewer won't either. You must convince an interviewer that you are excited about the company and the job to land the position.

#### Ask good questions

Questions equal interest to an interviewer. Ask well thought out questions about

the culture, training, employees, and company that demonstrate a genuine interest in the company. Good questions can help build rapport with an interviewer.

### **Close the interview**

Don't overlook the close. Make sure the interviewer knows you want the job by closing the interview.

### **Additional Resources:**

Recruit Military: Interview Basic Questions

<https://recruitmilitary.com/resource/318-interview-qa-part-1-basic-questions>

Hire Hero's: Top 10 Interview Questions and Answers

<https://www.hireheroesusa.org/top-10-interview-questions-sample-answers/>

Task Purpose: How to Play Up Military Strength in A Civilian Job Interview

<https://taskandpurpose.com/how-to-play-up-military-strength-in-a-civilian-job-interview/>