



# The Flagship Group, Inc.

Plan. Implement. Achieve.

April 2009 – Are you “the one”?

Today the competition is fierce for top jobs and you must plan accordingly. Before your interview, you must do everything you can to increase your chances of securing a job as an attorney, accountant, or other professional at a top firm or corporation. To increase your chances of being “the one” make sure you do the following prior to the interview.

- **Research the firm or corporation.** Know as much as you possibly can prior to the interview. In today’s world there is really no excuse not to be able to speak intelligently about a firm or corporation. Study the firm’s or corporation’s website, identify their top players, and how the firm or corporation makes money.
- **Have a complete understanding of the position that the firm or corporation is looking to fill.** Having this information is critical. Any good recruiter will make sure that you have this information so that you understand exactly what the firm or corporation is looking for during interviewing process. Then, in the interview, try to touch upon each of the points presented in the firm’s or corporation’s job description.
- **Be prepared for anything.** What I mean by this is, be flexible. You may only have 5 minutes to meet with one interviewer and be asked to meet with another for an hour. You may be asked to meet with 3 seasoned professionals or someone who is just starting their career. Anyone’s day can be interrupted by telephone conferences, client emergencies, sick children and the like. Don’t take any of this personally. You need to be able to “roll with the punches” during the interview process.
- **Be enthusiastic about the interview.** Everyone wants to work with someone who has a true excitement for what they do. Display this passion – everyone will pick up on it and genuine enthusiasm will help you get through some of the most difficult interviews.
- **Leave a good impression.** Conclude the interview by thanking the interviewer for his or her time. Make sure that you get a business card and send a thank you note. All of this matters when it is time to distribute an offer.

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