

## TIPS TO A BETTER INTERVIEW

### Found the perfect job?

Here are some simple tips to help you put yourself in a better position during the interview.

**Be prepared.** Learn as much as you can about the company and the position you're interested in. Review your career highlights and be sure to speak about specific experience and skills relative to the position.

**Dress for success.** The first impression you make is the most important one. That's why it's critical that you dress professionally even if the company has casual attire.

**Practice.** Review the following questions and practice your answers over and over again:

- How would you describe yourself?
- What do you know about our company?
- Why do you believe you're a good fit for this position?
- What can you do for us that someone else can't?
- Why did you leave your last job?
- What are your long-term career goals?
- Why do you want to work for this company?
- What are your strengths?
- What are your weaknesses?

**Stay positive.** Remember not to say negative things about your old company or old employer. Focus on the positive.

**Maintain eye contact.** It shows the employer you are focused on getting the position.

**Try to relate your experience to the position.** Rather than listing your skills, be prepared to discuss how you believe they will lend themselves to your success for the position you are seeking.

**Ask your own questions.** Just as an interviewer is interviewing you for the position, you should be asking them questions to learn more about the companies. Be sure to ask questions. Some examples of good questions could be:

- Why is this position available?
- How often has it been filled in the past five years?
- What were the main reasons?
- What advancement opportunities are available?
- Where do you see the company in the long-term?

## **FAQ'S ABOUT APPLYING FOR A JOB AT MSB**

### **How do I know my posting was received?**

All submissions receive a confirmation via email

### **When should I expect to be contacted?**

Should we find your qualifications viable, within two weeks.

### **Will I be considered for other positions when applying for a specific position?**

Yes, oftentimes we contact candidates to discuss multiple opportunities.

### **Can I submit my resume to a local branch?**

No. The posting process is online only.

### **How often do you update your database of open jobs?**

We update our jobs on a daily basis.

**How do I know my personal information will be handled properly?** At Middlesex, information security is very important to us, and the information you submit will only be used for recruitment related activities.

### **If I have applied for other positions in the past, do I need to create a new profile?**

No. You only need to create a profile once. You can however, update your resume and contact information by logging in and clicking on "returning candidates."

### **Can I update my resume any time?**

Yes. Just upload your new resume.

### **Do I really need a cover letter?**

Yes. A cover letter provides Recruitment with any additional professional information that is not provided on your resume. For example, the name of employee who referred you or whether you plan to relocate to the area.

### **What is the dress code?**

Middlesex Savings Bank follows a traditional business dress code.