

## **Interview Tips**

- Think of an interview as a highly focused professional conversation.
- No one lands a job just by submitting a resume online. Your ability to tell your story in a compelling, concise way is what sets you apart.
- Interviews can be nerve-racking, but preparation is key to feeling confident and making a strong impression.
- Remind yourself why interviews are conducted in the first place. Interviews are for finding out who you are and what motivates you. Employers want to see if you understand their business and what the job entails. This is an opportunity to show employers what you could bring to the team.
- You are not supposed to be an expert in any particular field, but you should have enough knowledge to formulate meaningful responses to interview questions.

## **Before the Interview**

- Do your homework on the company and people you will meet with to ask insightful questions that demonstrate you are genuinely interested. Look at bios and LinkedIn profiles.
- Familiarize yourself with the organization's divisions, history and senior management.
- Get to know the industry. What are the most important trends in the field? How is the economy affecting the industry?
- How is the company different than competitors?
- Connect with the recruiter on LinkedIn.
- Scroll through social media and recent press releases.
- Google yourself-be prepared to speak to things that show up in search results.
- Review your résumé and bring copies to the interview. Be able to speak to every bullet point.
- Craft an elevator pitch-3-4 sentences about who you are, what you do, what's unique about you, make it your words.

## **How to Dress**

- Wear a suit. Career Services has a wardrobe of suits available to borrow.
- Iron your clothes
- Keep your makeup and jewelry simple, no excessive piercings.
- Comb your hair.
- Try to cover tattoos.
- Make sure your shoes are in good condition. No open-toed shoes, sandals, or sneakers.
- No perfume/cologne
- No loud colors or prints

## **Phone Interviews**

- Make sure you have a reliable internet connection.
- Go to a quiet location with good reception.
- Make sure your phone is charged.
- Wear headphones to block out background noise.
- Interviewers cannot see you, so you don't have the advantage of using visual non-verbal cues to reinforce your answers and convey enthusiasm, so make sure your voice is as energetic as possible.

## **Video Interviews**

- Go to a quiet location with good lighting.
- Ensure people and pets won't show up in the background. Make sure landscapers aren't coming.
- Wear headphones to block out background noise.
- Silence your phone, ipad, watch etc.

## **Getting to an In-Person Interview**

- Never be late-plan for hiccups
- If possible, do a dry run (even if it's virtual). If you can't do a dry run, use Google Maps to get a street view of the building.
- Go to a coffee house in case you arrive early.
- Make sure you have a phone number in case of an emergency
- Arrive 5-10 minutes early. Be prepared for the interview to start on time, which means you have to plan for parking, getting through security etc. Being timely demonstrates professionalism and respect for your interviewer.

## **First Impressions Matter!**

- Silence your phone/watch
- Address the interviewer formally until given permission to use a first name.
- Offer a firm handshake.
- Maintain strong eye contact.
- No cross arms, avoid fidgeting and slouching
- Practice active listening-nod your head
- Ask for clarification if you don't understand a question.
- Be mindful of your tone of voice and rate of speech.
- Let the interviewer finish speaking; avoid interrupting.
- Avoid using acronyms, slang, and filler words such as um or like.
- Avoid one-word answers.
- Avoid speaking negatively about anything, such as a previous employer, professor, or colleague.
- Convey enthusiasm for the company and position.
- Avoid discussing salary, holidays, or bonuses unless the interviewer raises these topics.

## **Wrapping up the Interview**

- Be aware of signals that indicate that the interview is over. An interviewer may stand or express appreciation for your time. This is your clue to close the interview
- Interviewers will likely share what further steps may be part of the process and when you should expect to hear from them. If they don't share this, you can ask.
- Finally, express appreciation and restate your interest in the role, incorporating if possible a detail you learned during the interview. If you're not offered business cards, ask for them so you have the correct names and email addresses for sending thank-you emails.

## **Post interview**

- Connect on LinkedIn
- Send individual emails to everyone you interviewed with. Modify your email to the respective conversations you had with each interviewer. Demonstrate appreciation for their time
- Make sure your voicemail is setup

## **Leaving a Professional Voicemail or Email:**

Keep it succinct and to the point (30 seconds or less for VM and 5-7 lines for an email).

### **Provide the following:**

1. Name
2. Reason for the call/email
3. Best time to be reached
4. Cell phone number