

## Interview Preparation Tips

### Before your interview:

- Research the company website and profile online. Include news, culture and values, and management profiles.
- Review the job description and know the core functions and selection criteria. Think of 5 reasons WHY you're the best fit for the position.
- Brainstorm top 5 strengths and how you've used them on a professional level.
- Look up directions to ensure you are able to arrive a few minutes early.

### Before your virtual interview:

- Eliminate distractions! Close computer windows, put pets in another room, etc.
- Have a good back drop. No messy spaces.
- TEST TEST TEST! Use the program to call a friend to test video and audio.
- Have a back up device ready (even if it's your phone).
- Dress as you would for an in person interview, not just from the waist up.

### During your interview DO:

- Greet your interviewer with a firm handshake and a smile.
- Be assertive and proud of your accomplishments but not overconfident.
- Remember: Present yourself in the best way possible but still be yourself! You and the hiring manager are both looking for the "right match" and that's only possible if you're genuine!
- Thank the interviewer for their time.

### During your interview DO NOT:

- Answer with a simple "yes" or "no". Elaborate!
- Exaggerate your answers. Be truthful and direct.
- Make derogatory comments about previous employers or managers. Limit comments to those necessary if prompted.
- Ask questions about compensation, benefits, or PTO. That's what we're here for!
- Chew gum.
- Remove suit jacket unless asked.
- Sit unless offered a seat.

## What to wear:

### Always:

- Keep fragrances to a minimum
- Ensure hair looks professional.
- Facial hair should be well groomed.
- Jewelry should be simple.
- Makeup/Nail polish should be neutral if worn.
- Avoid smoking before the interview.

### Business Professional

- For men:
  - Neutral tone suits. (Jacket required)
  - Non-novelty ties.
  - Closed toe dress shoes.
  - Match belt to shoes where possible.
- For women:
  - Skirts/Dresses should be knee length.
  - Suit jacket is recommended.
  - Blouses should be modest and simple.
  - Shoes should be closed-toe with a low heel.

### Business Casual

- For men:
  - Khakis, dress pants, or slacks.
  - Long sleeved button-down shirts, sweaters, or polo shirts.
  - Closed toe dress shoes.
  - Suit jacket is not required.
- For women:
  - Khakis, slacks, or knee length skirt/dress.
  - Modest blouses, sweaters, or polo shirts.
  - Sleeveless shirts should be worn with a blazer, jacket, or cardigan.
  - Shoes should be closed-toe with a low heel.

## Interview Preparation Tips

### Sample Interview Questions:

**Not letting these kinds of subjects/questions catch you off guard is key for your interview.**

**Rehearsing questions and answers in your mind ahead of time can make you feel more confident!**

- Tell me about yourself, your background, and accomplishments.
- What are your strengths? Weaknesses?
- Describe your ideal job.
- Why are you the best candidate for this position?
- How do you define success? Failure?
- Tell me about a work assignment you did not complete successfully.
- What motivates you most in a job?
- List your top 3 achievements.
- What do you know about our company?
- Why did you want to interview with our company?
- Tell me about your career goals.
- Tell me about a work situation you handled poorly. What did you learn?
- What do you do to stay professionally current?
- What other opportunities are you considering in addition to ours?
- What can you offer our company?
- Where do you want to be in 5 years? 10 years?
- How would you describe your most recent job performance?
- What outside activities are most significant to your personal development?

### Sample Questions to Ask:

**Remember that a lack of questions may be mistaken as a lack of interest! Always go in with a few ready.**

- What would I be expected to accomplish in this position?
- What are the greatest challenges in this position?
- What kinds of assignments might I expect the first six months on the job?
- Does your company encourage further education?
- What future opportunities are there for someone that does well in this role?
- What made the last person in this position successful?
- How often are performance reviews given?
- Do you have plans for expansion?
- What are your growth projections for next year?
- In what ways is a career with your company better than one with your competitors?
- What is the largest single problem facing your department right now?
- What do you like most about your company?
- Has there been much turnover in this job area?
- What characteristics do the achievers in the company seem to share?
- What qualities are you looking for in the candidate who fills this position?
- Do you have any concerns about my qualifications that I can address for you?

### Closing and Following the Interview:

- If you are interested in the position, let the interviewer know! Thank them for their time and tell them that you are excited about the opportunity and next steps. You can also ask about what the next steps in their decision-making process look like.
- Don't be discouraged if no immediate commitment is made. Usually the interviewer will need to discuss with others in the company prior to making final decisions.
- Quickly follow up with a brief, handwritten thank you note thanking them for the opportunity to meet with them. Reiterate your interest in the position and include 2-3 quick points about why you're a great fit. This is a great time to drive home how your qualifications relate to the role. I can help get this note to them if needed!
- **When you get out, give me a call so we can discuss how it went!**