

Interview Tips



Before the Interview

1. Know yourself
 - a. Review your resume and reflect on past work experiences to include the following: Daily responsibilities, key numbers/data and metrics by which your work was measured, challenges you've overcome, and Awards/leadership experience. Reference STAR Guide.
 - b. Review the job posting to find similarities with your most recent position and think of examples to connect your experience.
2. Ensure all requested forms are completed and/or submitted in a timely fashion.
3. Conduct a brief online search of the company
 - a. Looking for key indicators of company culture, values, and work environment.
 - b. Resources: Glassdoor, Indeed, company official social media platforms, and current/former employees.

Day of the Interview

1. Dress the part.
 - a. Dress for success. Aim for a presentable and neat look.
 - b. Come prepared. Suggested items: Portfolio folder, resume, pen, and notepad.
2. Adjust arrival time to include traffic and any other unforeseen travel delays.
 - a. Timely arrival is a great first impression and conveys professionalism as well as respect for the interviewer's time. Rule of thumb: 15 minutes early is on time.
 - b. Additionally, this can help maintain your focus on the interview.

During the Interview

1. Reference STAR Guide - Create your own accomplishment stories
 - a. Describe the Situation/Task.
 - b. List the Actions you took.
 - c. Describe the Results you helped obtain and the benefits to your employer.
2. When asked to tell the interviewer about yourself, keep it professional.
 - a. Think "professional elevator pitch." Use this time for brief overview of your related experience and future endeavors.
 - b. Give yourself a moment to think before answering questions. Avoid verbal pauses ("Umm, like").
 - c. It is okay to ask the interviewer to repeat the question or if you can come back to the question.
 - d. Be honest. "I don't know, but I am eager to learn" is much better than a misrepresentation of the truth.

Be Yourself

1. This is great time to shine a light on your soft skills as well as other professional attributes.
2. Showcase your thought process. Be confident in your unique perspective to overcome challenges.