



Interview Tips

WHAT TO DO BEFORE AN INTERVIEW

Company Research & Position Checklist

- Mission Statement & Company Values
- Company structure/organization
- Leadership and Management
- Recent company projects and news stories
- Office locations
- Position goals and responsibilities

The Day Before and Day-of the Interview

- Print several copies of your resume, letter of recommendations, references, portfolio of work (writing samples, etc.), and any other materials employer requested you bring before the interview
- Review all materials relevant to interview
- Gather contact information, directions, money for any toll fees, etc.
- Pick your formal business attire
- Make sure to bring portfolio of materials
- Plan to arrive 20-30 minutes early before interview
- Allow time for traffic and parking
- Refrain from smoking before the interview and wearing any strong perfumes or colognes

WHAT TO DO DURING AN INTERVIEW

Impress the Employer with your Knowledge

- Show how you did your “homework” of the company and the prospective position
- Ask questions during the interview if interviewer/s talk about something you are interested in and want to learn more



Interview Tips cont.

WHAT TO DO DURING AN INTERVIEW

Think about your Behavior

- Convey enthusiasm, energy, and respect
- Shake hands and make eye contact
- Use words and time wisely
- Take time to think before speaking
- Ask your interviewer/s if it's fine that you take notes during discussion
- Ask 3-5 questions at end of interview that you prepared to ask and weren't covered during the interview
- Don't ask about salary or benefits
- Collect contact information
- Ask what the next steps are in the interview process

WHAT TO DO AFTER AN INTERVIEW

After the Interview

- Review your notes from the interview
- Submit any information or documentation requested during the interview
 - Send a thank you note via email to all interviewers



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Phone Interview Tips

WHAT TO DO DURING A PHONE INTERVIEW

Do

- DO try to keep any kids and/or pets occupied and turn off any background noise
- DO use a landline phone if you have one, instead of your cell phone. That way, you'll eliminate the possibility of poor reception or dropped calls
- DO keep a glass of water handy, in case your mouth gets dry
- DO have your resume in front of you
- DO smile and sound enthusiastic
- DO speak slowly and enunciate clearly
- DO take your time - it's perfectly acceptable to take a moment or two to collect your thoughts
- DO take notes during discussion
- DO ask 3-5 questions at end of interview that you prepared to ask and weren't covered during the interview

Don't

- DON'T smoke, chew gum, eat, or drink
- DON'T interrupt the interviewer
- DON'T sound bored
- DON'T try to talk through the silent pauses



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Skype Interview Tips

WHAT TO DO DURING A SKYPE INTERVIEW

Do

- DO a trial run-through to make sure your camera, speakers and mic on your laptop/computer are working
- DO dress professionally
- DO choose a good location and check the lighting before your interview
- DO keep kids and/or pets occupied during your interview
- DO look into the camera and make sure you are speaking loudly and directly to your interviewer
- DO smile a lot during the interview
- DO take notes during discussion
- DO ask 3-5 questions at end of interview that you prepared to ask and weren't covered during the interview

Don't

- DON'T overlook your background
- DON'T look preoccupied with other things in the background