Interviewing Tips

1. Study the Company: Review the company’s website and other social media platforms before your interview. You should be able to speak confidently about the company services, customers, their industry, and know how you can fit into the organization to help them meet their future goals.

2. Know the Position Description: You will also want to review the job description. It’s a good idea to save a copy of the description in your own files as you apply just in case the description is no longer available online. Be able to speak in specifics about your experiences and how they match the company’s needs.

3. Mock Interview Practice: The best way to be prepared for the typical interview is by role playing and thinking about your responses. Do not worry if you mess up in the mock interview, you will be much better prepared for the real interview if you practice.

4. Answer the question that is asked; be careful not to ramble with irrelevant information.

5. When asked a question that may have a negative result, state the result as positively as possible and be sure to include what you learned from the situation.

6. Be careful not to fall into a “trap” giving a lot of detailed negative information. Stay positive!

7. It is okay to stop for a moment and think your answer over before speaking.

8. Use good judgment when deciding what situations in your work history or life are appropriate to discuss. Avoid any negative examples/situations which may be directly related to the job you are seeking.

9. Keep a Record of Your Previous Interviews: After each interview, write down what happened, your impressions, the questions you were asked, and your general feelings. Try to do this as soon as you can after the interview. Reflect carefully on these because it will be a “lessons learned” so that you can use this to improve the next go round.

10. Thank You Card/E-mail: How you follow up after an interview depends mainly on the culture of the company. Typically, this means sending an emailed thank you note later that day. If the company culture is a bit more traditional or formal, a handwritten or typed (and mailed) thank you note sent within 24 hours is still acceptable. Your letter should thank the hiring manager for their time and also should reiterate your core strengths and emphasize the value you offer.

BE PREPARED TO MAKE A LASTING FIRST IMPRESSION