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.
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.