

INTERVIEW GUIDE:



BEFORE THE INTERVIEW

RESEARCH THE COMPANY:

- What products or services do they provide?
- Are they a smaller entity or part of a large corporation?
- Where is their headquarters?
- Are they global? Do they have customers/suppliers/locations abroad? Where?
- Look into financial statements and history, if possible.
- How many employees?
- How long have they been in business?
- What is their fiscal year, and when are peak business times?
- Who are their competitors?
- What is their employee satisfaction rating? (Glass Door, Indeed)

RESEARCH THE POSITION:

- Research job descriptions from similar titles in the industry.
- Talk to employees in the company if you can.
- Ask their HR representative if they have a full job description you can read.

HOW TO PRESENT YOURSELF:

- Use your research time to figure out how people within the company dress, and use that knowledge when choosing your wardrobe for the interview.
- Remember that this interaction may consist of many first impressions of you, and present yourself in a way you would like to be remembered.

DURING THE INTERVIEW

- Be engaging—make eye contact with all of the interviewers, not just the one asking you the question.
- Ask clarifying questions to be sure you understand.
- Take notes—this indicates you are engaged and interested in gathering information that you can refer back to later.
- Be confident— They are interviewing you because they liked what you have to offer. However, try not to come across as cocky.
- Tell the truth about your skills, knowledge and experience. Don't exaggerate or lie about any of your abilities.
- Be articulate—use professional language, verbiage, and grammar. Do not use slang or any form of profanity.
- Take credit for your achievements in a humble way.
- Be poised and respectful.
- Do not discuss political or religious affiliations unless you are interviewing for a political or religious organization. Even then, only answer questions that are pertinent to the position.
- Do not bad mouth previous employers, supervisors, professors, co-workers, etc.
- Ask the questions you prepared during your research at the appropriate time in the interview.
- Ask for business cards from all of the interviewers to use for your thank you emails later.

WHAT TO BRING

- Copies of your resume
- Copies of your references (only provide if asked)
- A portfolio or legal pad to write down information during the interview
- A list of questions to ask the interviewers

AFTER THE INTERVIEW

Be sure to send a thank-you email to the recruiter within 24-48 hours of your interview. This note should include three essential pieces:

1. Show appreciation for their time and thank them for meeting with you.
2. Bring up something specific that was discussed in the interview. This shows that you are not just copying and pasting your note.
3. Reiterate your interest in the position. Let them know you are looking forward to hearing back from them and learning more. Don't be pushy—once you've sent your email allow time for the decision making process.

IMPORTANT TIPS

Arrive 10-15 minutes early! If you are running late due to circumstances beyond your control, be sure to call ahead.

Interact positively with every staff member you meet before, during, and after the interview!

INTERVIEW GUIDE: SAMPLE QUESTIONS

PREPARE TO ANSWER (typical interview questions)

General common questions:

- Tell me about yourself.
- What are your greatest strengths?
- What are your greatest weaknesses?
- Where do you see yourself in 5 years? 10 years?
- Are you willing to relocate or travel?
- Tell us about a time when you faced a difficult situation (or a conflict) at work and how you handled it.
- In what kind of team structure do you prefer to work?
- Why are you interested in working with the company?
- Why are you looking for new employment?
- How would your coworkers describe you?
- Why should we hire you?
- Do you have any questions? (always have some prepared!)

Specific questions about your resume, such as:

- Why is there a gap in your employment?
- Tell me about [specific position/point on your resume].

NOTE: Be familiar with the information on your resume, and be prepared to elaborate on everything you have chosen to put on it.

PREPARE TO ASK (great thought-provoking questions)

- I read about [company initiative/project/campaign] online. Can you tell me how it relates to the work your team is doing?
- Can you tell me about the team I'll be working with?
- What are the day-to-day responsibilities of the position?
- What types of people tend to excel in this position?
- How would you describe the culture in the company?
- What is the typical career path for a person hired into this position?
- What training programs does the company have in place for new hires?
- How has your role changed in the company since you started?
- What does success look like in this position, and how is it measured/tracked by the company?
- What do you see as the most challenging part of the job?
- What are the company's values? What characteristics do you look for in employees to represent these values?
- What makes you excited to come to work every day?
- Is there anything in my resume or background that concerns you about my performance for this position?

For more interview guidance, including industry-specific questions and tips, visit: www.best-job-interview.com

