



PHONE, VIDEO, IN PERSON INTERVIEW TIPS

GENERAL INTERVIEW TIPS

Prepare for these frequently asked questions:

- Describe an average day at your present/past job.
- Describe an accomplishment from your last job.
- Describe your strengths. Now is the time to TOOT your own horn.
- Describing your weaknesses can be tricky. Make sure you can turn it into a positive. An example would be: "I always want to step in and help a co-worker who needs it but I have learned to make certain my own work doesn't suffer."
- Describe yourself. Keep it simple and under two minutes.
- Where do you see yourself in the next two years? Five years? Think about how your career goals align with the interviewer's business or organization and how you can express this to the interviewer.

VIDEO INTERVIEW TIPS

Video Interviews are here to stay – tips on ways to ace them

- Be sure to check that your computer/internet/Wi-Fi are all working properly. Missing an opportunity due to a technical glitch is frustrating!
- Be sure you have a professional background – situate yourself in front of blank wall or a somewhere that is clean, neat and not distracting for the interviewer.
- Dress for Success! Dress as though you were going for an in-person interview – the interviewer will be impressed, and your brain will register that you are dressed for something important. Simple, not fussy clothes will look better – a well-tailored jacket always makes the best impression. You can check ahead of time how your clothes will look through the webcam.
- Be sure to look straight at the interviewer. Looking away or down does not inspire confidence.
- Sit up straight! Don't be a slouch!
- Be sure you have good (not harsh) lighting on your face so the interviewer can see you clearly.
- Be sure the Zoom/Teams/Skype/whatever interview is DISCONNECTED when done. You really do not need the interviewer to hear your comments about them by mistake.
- You don't want to be stiff but be sure to watch random gestures you may make when under stress (playing with your hair for example). It is okay to use hand gestures if you are like me – (I talk with my hands!) Moderation in all things!

TELEPHONE INTERVIEW TIPS

REMEMBER: You only get one chance to make a good first impression!

- Stand up; you will be less nervous and will project energy and enthusiasm better.
- SMILE. It seems odd but truly your voice will change and you project yourself better.
- Know your background: prior to the phone interview, review your past job history including dates and salary.
- Have a copy of your resume in front of you - so you can see what the interviewer is seeing. You wouldn't want to sound like you don't remember what is in your resume.
- Think about the key functions of this job... where have you had experience and SUCCESS in similar responsibilities in your past?
- Be sure you have good, stable cell reception on your cell phone.
- Have paper and pen handy in case the interviewer wants to give you information.
- Focus! Distractions ruin the interview, e.g., emails popping up, barking dog, screaming children.
- Active listening – pay attention to the flow of the conversation, is there a balance between who is talking and who is listening?
- Be careful to avoid cutting the other person off (count to 3 when they pause). Have a series of questions ready. Choose questions that show you have done your homework – if possible, refer to a recent press release or other information from the company's website.
- Try to find out if the interviewer has any additional questions about your credentials. Flush out objections with, "Is there anything that I can clarify for you?" or "Have I answered all of your questions?"

A phone Interview is different than an in-person interview

Remember you can't see the interviewer so you can't tell if they are engaged in what you are saying. Be concise, answer the question and then pause so the interviewer can move the discussion along. Be sure you have reviewed the company website and can ask appropriate, substantive questions.

IN PERSON INTERVIEW TIPS

REMEMBER: First Impressions Count!

Interviews require preparation! We hope these tips will help you GET THE JOB!

- Arrive 10 minutes early.
- Know the name and correct pronunciation of the person you'll be meeting.
- Complete the application pleasantly, even if you have a resume.
- Treat the Front Desk Admin with respect. This interaction provides valuable insight about you to the prospective employer.
- Finish eating candy, gum or mints before arriving at the prospective employer.
- Greet the interviewer by name and ordinarily we would say with a firm handshake but that may be a bit different for the duration of the pandemic.

- Have questions ready for the interviewer, but keep in mind that discussion about salary and benefits should wait for your second interview.
- Eighty percent of all hires result from good “chemistry”, not because of skill, SO – have a great attitude, good eye contact, a pleasant SMILE.
- Remember the simple rules your parents taught you: Sit up straight! Don’t lean back in the chair.
- Use your best judgment about accepting refreshments. Most of the time, they are offered out of courtesy and do not expect you to accept. At most, allow them to give you a glass of water, especially if it is hot outside.
- **Throw away trash and food, dispose of gum before you enter the office.**
- **TURN OFF YOUR CELL PHONE and put it away before you enter the office.**

CLOSING THE INTERVIEW:

To wrap up the interview effectively, shake your interviewer’s hand (again, probably no hand shaking until the end of the pandemic) and thank him or her. Let the interviewer know you are interested in the position and will look forward to hearing from them. It is essential that you send a thank-you note immediately (a handwritten note is best if you know the interviewer will be in the office, otherwise an email thank you is acceptable.)

GOOD LUCK!