

INTERVIEW TIPS

- **Research the organization prior to the interview.** One of the most common interview questions, is “what do you know about us?” or “why do you want to work for us?”. If you have researched the company beforehand, you can answer these questions well. Research is as simple as reviewing the company’s website. At the least, you should know something about the company’s mission statement, products/services, history, customers, locations, and culture.
- **Practice saying your answers to common questions, out loud.** This is not the same as memorizing your answers. When you are nervous, what you’ve prepared in your head, is not what comes out of your mouth. However, the more you’ve told your story out loud, the more likely it is to come out smoothly in a stressful situation.
- **Always be a few minutes early, and never be late.** Employers are expecting you to show your best at the interview. If your best is to be 5 minutes late, they will expect your everyday attendance to be even worse. It’s always a good idea to test drive your route and find close parking beforehand. If your interview is virtual, don’t let technology make you late. Test out your video-conferencing system ahead of time and know how to use it effectively.
- **Dress professionally, because first impressions matter.** Professional dress is different from one organization to the next, so it is ok to ask about what to wear. Keep in mind that *your best outfit*, may not be considered professional. Avoid anything too trendy, form-fitting, short, or brightly colored. However, never miss an interview because you think your clothing is not good enough. You can always explain your circumstances to the interviewer. Most will understand.
- **Show enthusiasm for the interview/organization.** A genuine smile at the beginning and end of the interview is a good start. Be ready to talk about what you liked when you read the job advertisement or when you researched the organization. Try to keep your comments positive and remember to share experiences that you are proud of. Talking about the things you are proud of will naturally bring forth enthusiasm.
- **Remember that a virtual interview is still a formal interview.** The convenience of a virtual interview doesn’t change the fact that you are being evaluated. Show up dressed professionally and prepared, just like you would for an in-person interview.

NOTE: If you have been invited for an interview, you are most likely qualified for the job, but so are many other people. The interview is an opportunity for the employer to get to know you and to see if you are a good fit for the department or organization. “Fit” generally refers to personality, communication style, and work habits. In general, employers are looking for three things, 1) Can you do the job? 2) How well will you do the job? 3) Do they want to work with you? If you do not receive a job offer, it may be possible that you did nothing wrong. It may be that someone else was just a better fit. So, be your best, authentic self and control what you can by practicing the tips noted above.