



## Are You Ready For The Interview?

### BEFORE:

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- Do you know who is interviewing you?
- Have you researched the company/department/position?
- Have you researched yourself/reflected on your experience?
- Do you know your value and what you can bring to the company?
- Have you prepared answers to common interview questions?
  - Can you answer "Tell me about yourself?"
  - Can you answer "Why should I hire you?"
- Have you practiced aloud or with a partner?
- Have you reviewed the job description multiple times?
- Did you prepare questions for the interviewer?

#### *Phone Interview:*

- Do you have the job description and resume in front of you?
- Are you in a quiet space?
- Does your phone have a good connection and is it charged?

#### *In-person Interview:*

- Did you print multiple copies of your resume?
- Did you send your suit to dry cleaners?
- Do you have a padfolio or folder to carry during the interview?

*\*Tips: RESEARCH; Know what you have to offer; Know what questions you will ask the company*

### DURING:

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- Relax
- Be yourself
- Smile ☺
- Show you've researched (Be honest)
- Make two-way connection and be conversational~ Talk and Listen!
- Ask questions
- Identify next steps
- Thank the representative for their time

#### *Phone Interview:*

- Consider quickly writing the interview questions as they are asked (unless this is distracting)
- Have information on company, position, and yourself in front of you

#### *In-person Interview:*

- Make eye contact
- Firm handshake
- Collect Business Card

*\*Tips: Make a good impression with the gatekeeper (company representative); Be the professional version of yourself; Be honest*

### AFTER:

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- Did you make notes to self about company?
- Did you reflect on what you did well?
- Did you reflect on how you could improve?
- Have you sent thank you notes/emails?
- Have you done the next steps suggested by company?

*\*Tips: Be patient; Do not be generic- tailor follow-up;*