



Pre-Interview Strategies

Take notes on...

- Company name
- Caller name & title
- Phone number & email
- Date, location, time (check time zone)
- Virtual link or parking location
- Ask what type of interview it will be
- Ask for names of interviewer(s)

Before the interview

- Choose an interview outfit 1 or 2 days in advance
- Review the job posting, the company's website plus your cover letter & resume
- Don't be late. Arrive or login 10 minutes early
- Know what 2 or 3 things you want to be remembered for

Know your marketable skills



Soft skills



Job specific skills



Technical skills

Types of Interviews

PHONE

- 15-20 minutes & 1 or 2 interviewers
- Initial screening to learn basic information

Sign up for the phone interview workshop to learn more!

VIDEO/VIRTUAL

- 30+ minutes with 1 or more interviewers
- Check your internet connection
- Set up in a quiet space
- Prioritize the camera

PANEL

- 30+ minutes with 3 or more interviewers
- Dress the part
- Engage with everyone
- Only glance at notes or stories

GROUP

- 60+ minutes with 1 or 2 interviewers
- Presentation about company
- Multiple interviewees at one time
- Direct competition

Interview Techniques



Intro/Elevator Speech

- 30 to 60 second introduction speech that shares who you are
- Summarize what you do
- What makes you the best candidate



STAR Method

Describe the:

- Situation: where you worked, your job title
- Task : BRIEFLY describe challenge/issue
- Action: what did you do to fix the problem?
- Result : what happened because of your actions?

Post-Interview Etiquette

Always send an electronic or hand written thank you note.

- Keep it brief & professional
- It's okay to state again your interest in the position
- Don't go overboard with stationary

You can succeed in any interview if you have a positive mindset.

- Author unknown



Research the company



Practice interviewing



Listen and ask questions

