TIPS FOR A SUCCESSFUL JOB INTERVIEW

STEP 1 >> PREPARATION

You finally landed an interview for your dream job - now what? It is important to prepare for your interview to ensure you stand out to a potential employer.

RESEARCH
Do your homework on the industry, company and position you applied for. Don't forget to research salaries so you can set realistic expectations.

REHEARSE
Practice common interview questions and styles (e.g. behavioral, phone, panel). Then practice a personal statement. Think of this as an introduction to who you are.

PLAN
Write out questions to ask the interviewer.

HINT >> Write down five success stories that highlight your skills, accomplishments and experience. This will help generate ideas to use as answers to potential interview questions.

STEP 2 >> INTERVIEW

Today is the day! Make certain you have everything you need before arriving for your interview.

ARRIVE EARLY
Be mindful of traffic and parking delays.

ATTIRE
Dress professionally.

WHAT TO BRING
Have extra copies of your resume on hand. Don’t forget a pen and something to write on.

PROFESSIONALISM
Be courteous, professional and make eye contact.

LEARN
Ask questions and learn about the company.

ASK
Ask for the interviewer’s business card.

STEP 3 >> FOLLOW UP

Following up an interview with a thank-you note is a great way to leave a lasting impression.

THANK YOU
Write a thank-you note or email reminding the interviewer of your qualities.

REACH OUT
If you are not sure when a decision will be made, connect with your recruiter 1 - 2 weeks after your interview.

REMEMBER TO DO YOUR HOMEWORK, BE PROFESSIONAL AND SELL YOURSELF