



INTERVIEW TIPS

In person Interview Tips

- Arrive on time or early with a copy of your resume to share – make sure it is up to date and includes contact information and dates and locations of employment. Resume should explain any gaps of employment.
- Dress appropriately
- Treat everyone you encounter with respect – good manners and body language go a long way!
- Limit distractions – It's always best practice to come alone to interviews and keep cell phones put away and on silent.
- Prepare for interview by learning more about the company & position you applied for
- Respond truthfully to questions asked
- Tie your answers to your skills and accomplishments
- Come prepared with questions to ask your recruiter
- Be prepared to provide a list of professional supervisory references with contact information
- Ask about next steps
- Send a follow-up thank you

Phone Interview Tips

- Before the day of your interview, confirm the date, scheduled time, and time zone of your interview so you're sure to pick up when the call comes in
- Prepare for the interview by being in a quiet space with no distractions. Limit excess background noise from other people, pets, TV or radio.
- Respond truthfully to questions asked
- Tie your answers to your skills and accomplishments
- Have a notepad and pen handy to take notes
- Have questions prepared for your recruiter
- Be prepared to provide a list of professional supervisory references with contact information
- Ask about next steps
- Send a follow-up thank you