



Top Tips to Prep for your Upcoming Interview



Prepare for anticipated Interview ?s

- Bonus: Be ready to highlight how your skills match the job description requirements
- Bonus: Plan for situational questions and know your metrics to highlight past success

Arrive on Time (a bit early!) - Plan for Travel, Parking, Traffic, Construction

Be an Active and Engaged Listener

- Bonus: Bring a notepad/pen, prepped with points you want to address

Provide Honest & Reflective Answers

- Bonus: Remain positive about past employers

Send a Thank You Note

- Bonus—highlight something interesting you learned and why you're interested

Research the Company, using Website, LinkedIn of interviewer, Social Media, etc.

- Bonus: Go in knowing company's mission, values

Dress Appropriately—Err on the side of overdressed vs. underdressed

Greet Everyone with a Smile and Eye Contact

- Bonus: bring copies of your resume

Proudly explain your Accomplishments & Skills, providing Specific Examples

- Bonus: respond to questions using the STAR method (situation, task, action, result)

Ask Questions

- Bonus: bring a few prepared questions written in your notebook as a reminder, including asking what the next steps of the process are

