



# Tips for Nailing a Job Interview

**Do your homework** – Research the company, position, and even the person conducting the interview. Ask mentors and friends if they have any insights about the position. Also, ask whether there will be a technical component to the interview.

**Assess your skills** – Be prepared to talk about how and why you are the best candidate for the job.

**Practice, practice, practice** – Anticipate potential interview questions and prepare your answers. A great strategy is to practice with video. Ask a friend to join you in a video call.

**Develop a few anecdotal experiences** – Determine how you would apply these to specific requirements of the job.

## Online Interviews

Even prior to the COVID-19 pandemic, online interviews were on the rise as more companies have begun to work remotely with employees. Online interviews are here to stay, so it's best to prepare.

**Conduct a test run with your computer** – Have you downloaded the right software? Do you have the meeting link handy? Is your internet working well? Computer charged, plugged in, etc.? Test your systems before the interview.

**Ensure you choose an appropriate place for the interview** – Select a space with good light. Pick a spot in front of a wall with a nice picture or bookcase. Avoid clutter in the background.

**Head off noisy distractions** – Turn your phone on silent, shut the door, ask for quiet if there is anyone else in the house.

**Look professional** – Dress professionally and ensure you're sitting up straight so your face is in the center of the screen.

**Prepare questions** – Show interest by asking questions about the company and position.

**Calm yourself** – Take a few moments to reflect and relax prior to the interview. Tell yourself you are ready.

**Put your best face forward** – Remain calm and smile. Be sure to not appear distracted and look your interviewer in the eye.

**Anticipate delays in the connection** – Again, remain calm. If there is a technological issue, there is typically a chat feature to communicate a bad connection.

**Plan your exit** – As the interview comes to a close, have a prepared summary about why you think you are a good fit for the position. Your sincere interest and enthusiasm for the job will come through.

Face-to-face interviews require the same amount of preparation and professional attire, but there are also travel and interpersonal dynamics to consider.

**Know where you're going** – To minimize stress, check traffic and choose your best route. Ensure you have allotted enough time to get to the interview location, park, and walk through the door.

**Be prepared to be interviewed by a group** – This is common practice now, so don't be surprised to walk into a conference room with two or three other company employees.

**Be equipped** – Bring a professional notebook, pen, and extra copies of your résumé.

**Give off good vibes** – Be engaging, relaxed, receptive, and optimistic.

**Thank the interviewer** – Email a "thank you" note within 24 hours.

Regardless of whether your interview is online or face-to-face, remember that interviewing is a two-way street and you are also interviewing them. Is this a company culture in which you can be successful? Are there growth opportunities? What about professional development? Do you have the option to telework? These are important to consider as you sit down with a potential employer. Good luck!

