



## IN-PERSON INTERVIEW TIPS

### ATTIRE:

- Professional attire. Avoid loud colors and busy designs. No tennis shoes.
- Jewelry should be limited and subtle.
- AVOID colognes or fragrances completely.

### ARRIVAL:

- Arrive no earlier than 15 minutes, but no later than FIVE minutes prior to the interview.
- Turn your cell phone to silent mode.
- Prior to entering the building, chew mint gum or a breath mint – DO NOT CHEW GUM DURING THE INTERVIEW.
- Allow adequate time for traffic, parking, and a last-minute appearance check.
- Treat everyone you meet as if they are a decision maker, including the receptionist.

### BRING WITH YOU:

- Printed directions to the interview location (including parking, check-in, etc.).
- A pad of paper & pen (preferably a folio).
- Two [2] copies of your resume.
- Your prepared questions to ask the interviewers.

### DURING THE INTERVIEW:

- Try to maintain a 50/50 balance between talking and listening.
- Be aware of body language; maintain good posture and maintain eye contact with the person(s) in the interview.
- With any open-ended question, reframe to understand what specifically the interviewer would like you to cover. For example, if the question is “tell me about yourself,” your response could be, “I’d love to!” This is a tricky question. You want to be “selling” what the interviewers are “buying.” Spend more time highlighting professional accomplishments rather than personal ones. Be brief. – take a minute or less to answer this question. Since this is a standard question, you should prepare and practice a strong answer to this question.
- **With any confusing or multi-angled questions, “reframe” to clarify** if you are responding with the type of information they are looking for. For example, if the question is “Tell me about a time when you had a conflict with a supervisor,” your clarifying response could be “would you like me to discuss my relationship with my last supervisor?”
- If you are even slightly unsure about a specific question, or need time to formulate and process your response, ask for clarification: “Can you be more specific? I want to make sure I respond accurately to what you’re asking for.”
- Other standard/common questions:
  - a. Why are you considering a change/Why are you looking?
    - Never speak poorly about your current company, team, or boss. This is an opportunity to sell yourself for a better opportunity!
    - Never claim reason is correlated to wanting more money or better benefits.
  - b. Why do you want to work here/for us?
    - Perfect opportunity to show you have done your research; expand on why you want to do this type of work; this is a chance to show how you know the company.

- c. Why should we hire you?
  - After reviewing the job description, you should know the short list of critical areas the hiring person is looking for (Use the S.T.A.R. Method to provide a structured response):
    - Specific Situation – Your relevant experience and why you are the best for the job.
    - Task – What they need to have accomplished through the person they hire.
    - Action – How you will accomplish the goals set forth for the position.
    - Results – What they can expect when they hire you. Quantify!
- d. What do you want to make? Can we afford you?
  - Possible answer: It is a good question; but reassure them you will not be going to an organization based solely on money, and based on what you know about their organization, you are confident they are offering a competitive compensation package compared to similar positions within the area/industry. You want this to be the right fit from all aspects, for you AND for them.

**CLOSING:**

- Unless you are absolutely certain you would NOT like to move forward in the interviewing process, close for next steps.
- An example close: “I like what I have heard today and am very interested in moving forward. I understand you are looking for someone in this role who has (A, B, and C) and as we have discussed, I have (specific experience with A, B, and C). Before I leave, are there any more questions about my background or qualifications that I can answer or clarify for you to better assess my fit within your team?”
- **OTHER EXAMPLES:**
  - Ask how they perceive you fitting into the organization, and if there are any areas that have not been covered that are important to the hiring decision.
  - Let’s say you make me an offer and I accept, what can I do when I start here to help with the immediate workload?
  - Do you have any concerns about my ability to perform in this role? If you do, I would like the opportunity to address them now.
- Get contact information for each person you meet with.

**AFTER THE MEETING:**

- Call your recruiter after leaving the interview and provide details on how you perceive the interview went, what you liked, what questions you still have, what questions you perceive they have about you, and your interest in next steps.
- **Send an email to EACH PERSON THAT YOU MET**, thanking them for their time. Cite specifics from the meeting if possible.