# GENERAL JOB INTERVIEW TIPS

## INTERVIEW SUCCESS

### Before
- Re-read the job posting and create practice questions based on the list of required skills and on-the-job responsibilities
- Conduct research on the company by visiting their website and identifying their mission, values, and recent achievements
- Arrive 5-10 minutes early so you can meet others and give a good first impression

### During
- Bring a notepad and a pen: you are welcome to take notes during the interview to remind yourself of talking points
- Answer questions as concisely and accurately as possible, but you can inform the interviewers if you need a moment to think
- Ask the interviewers about company culture and opportunities for professional development before the interview concludes

### After
- Take 5-10 minutes to reflect on the interview: write down what went well, areas for improvement and any further questions you have
- Within 24 hours, send a thank-you email to the interviewers to share your thoughts on the interview and highlight your fit for the role

## TYPES OF JOB INTERVIEWS

### Phone
- Phone interviews are usually preliminary interviews, so they are short and consist mostly of self-assessment questions
- Be mindful of your voice (intonation, speed and professional language) because your body and face are not visible

### In-Person
- First impressions matter: arrive early, be kind to everyone you meet, and dress professionally
- If you are friendly and engaged in the conversation, interviewers are more likely to judge you highly on your interview performance

### Video
- If you are asked to record answers: this type of video interview is preliminary, just be mindful of your audio and video quality, and test out recording some practice answers on your webcam
- If the interview is happening live: this type of video interview operates like an in-person interview, so ensure you have a strong internet connection and take notes as you are being asked questions

## THINGS TO AVOID
- Don’t sound disengaged or uninterested (phrases such as “so, um, like, you know” read as apathetic)
- Don’t criticize former employers, co-workers, or professors
- Don’t ask about salary or benefits unless an interviewer asks first
- Don’t look at your notes too frequently (eye contact is an important part of building rapport with interviewers, even virtually)
- Don’t let internet connectivity issues ruin your interview (always ensure the interviewer has your phone number just in case)
- Don’t get distracted by your surroundings, especially for phone and video interviews (find a quiet and private space)