

Interview Tipsheet

Proper interview preparation will help alleviate some of the stress involved in job interviews and position you for a positive and successful interviewing experience. Below you will find some tips that can help you interview effectively.

1. Prepare and Practice

Be prepared to succinctly answer the question “Tell me about yourself”. Give a brief overview of your current (or most recent) role, your prior experience, and what you’re looking for in a new opportunity. Keep in mind who your audience is and tailor your response to align with the company and role that you’re interviewing for.

Review the typical [job interview questions](#) employers ask and practice your answers. Ideally you will do this out loud and multiple times. Strong answers are those that are specific but concise, drawing on real examples that highlight and bring your skills to life.

Curate a few professional success stories that can be used as examples for a variety of interview questions. People remember stories better than facts and they help the interviewer visualize you and your added value at the company.

Be sure to review the job listing, make a list of the requirements, and match them to your experience.

Prepare a list of your own [questions to ask the employer](#). It is important to have several questions prepared in order to gain further information to understand if this is the right opportunity for you and to demonstrate your interest in the role and organization.

2. Research the Company

Do your homework and research the employer and the industry, so you are ready for the interview question, “What do you know about this company?” or “Why are you interested in working here?” If this question is not asked, you should try to demonstrate what you know about the company on your own.

3. Get Ready Ahead of Time

Don't wait until the last minute to pick out an interview outfit, print extra copies of your resume, or find a notepad and pen. Have one good interview outfit ready, so you can interview on short notice without having to worry about what to wear.

Make sure your interview attire is neat, tidy, and appropriate for the type of company you are interviewing with. Bring a nice portfolio with extra copies of your resume. Include pens and paper for note-taking.

If you're interviewing virtually, have all the technology set and ready in advance. Do a trial run to be sure everything is working properly, and that you're comfortable using it.

4. Be on Time

Be on time for the interview. On time means five to ten minutes early. If need be, drive to the interview location ahead of time so you know exactly where you are going and how long it will take to get there.

5. Try to Stay Calm

During the job interview, try to relax and stay as calm as possible. Remember that your body language says as much about you as your answers to the questions. Proper preparation will allow you to exude confidence:

- As you answer questions, maintain eye contact with the interviewer.
- Be sure to pay attention to the question and listen to the entire question before you answer so you know exactly what the interviewer is asking.
- Avoid cutting off the interviewer at all costs, especially when they are asking questions.
- If you need to take a moment to think about your answer, that's totally fine, and is a better option than starting out with multiple "ums" or "uhs."

6. Be positive

Never criticize or complain. Even if your last boss and/or company was toxic, speaking negatively is the surest way to show a dreaded negative attitude and is an instant turn off. Ensure that you are kind and respectful to every person you interact with from the Receptionist to someone you meet in the elevator to the Hiring Manager.

7. Develop a Connection With the Interviewer

In addition to indicating what you know about the company, you should also try to develop a connection with your interviewer. Building rapport and making a personal connection with your interviewer can up your chances of getting hired. People tend to hire candidates they like and who seems to be a good fit for the company's culture. If you know the names of your interviewers ahead of time do some research to find potential common ground or a topic to discuss.

8. Follow-Up After the Interview

Always follow up with a personalized thank-you note or email reiterating your interest in the position. You can also include any details you may have forgotten to mention during your interview.

Additional Resources to Reference:

- Most Common Interview Mistakes
<https://www.thebalancecareers.com/most-common-interview-mistakes-2061111>
- Most Common Interview Questions
<https://www.themuse.com/advice/interview-questions-and-answers>
- Behavioral Based Interview Questions
<https://www.themuse.com/advice/30-behavioral-interview-questions-you-should-be-ready-to-answer>
- Top Questions to Ask In An Interview
<https://www.themuse.com/advice/51-interview-questions-you-should-be-asking>
- Video Interview Tips
<https://www.indeed.com/career-advice/interviewing/video-interview-guide>

*Content curated from [The Balance Careers](#)

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