

## HOW TO PREPARE FOR YOUR INTERVIEW

“A successful interview starts long before you walk in the door.”

### GET READY

The introduction part of the interview can set the tone for the rest of the conversation. Use this cheat sheet and have all of this handy during the next call:

Date	Time	Location	Time Allotted
Interviewer Name(s) and Titles			

### NAIL THE BASICS

- Test your technology and cell reception for phone interviews, or arrive at the location (no more than) ten minutes ahead of time.
- Have a copy of your resume and the job description with you or in front of you, and have a notebook and pen with you so you can take notes
- Dress for success — better to be overdressed than underdressed

### KNOW WHAT TO SAY WHEN

<b>Tell me about yourself.</b> Have your elevator speech ready and rehearsed.	<b>What are you looking for?</b> The biggest mistake is saying, “I’ll do anything.” Be specific about what you want and what you can offer.
<b>Check out your interviewer.</b> Connections and commonalities:	<b>How did you hear about us?</b> <b>What do you know about us?</b>
<b>What are your professional strengths?</b> Prepare relevant examples specific to this role.	<b>What are your weaknesses or areas for improvement?</b> We all have them, so be prepared to share one you’re working on.

## RELEVANT ACCOMPLISHMENTS

You need to have your brief overview down, but be able to elaborate when asked for more detail. Brainstorm your transferable accomplishments here, and use the [STAR worksheet](#) to help tell compelling stories about your experience.

## COME WITH QUESTIONS

It's important to show that you're curious and well-researched. Always have questions ready! Here are some that may impress interviewers, but feel free to add your own to this list based on the role and your experience.

- What impact would I have on the team if I get hired?
- What would make someone really successful in this role?
- Is there something you really want to ask me but haven't yet?
- What's the biggest challenge this company has recently faced?
- Where do you see the company in ten years?
- Do you foresee any challenges I may have if I am hired for this role?

**Bonus points:** If you're working with a recruiter, ask for feedback about your interviewing skills and advice for how you could improve.

## PUT A BOW ON IT

- Say thank you in person or over the phone, and be sure to send a thank you note or email after your conversation.
- Show enthusiasm, and remind your interviewer why you would be a great addition to their team!
- Follow up with any action items you discussed (like updating your portfolio or resume).