

**Before the Interview: Research, Prepare, Anticipate, Rehearse, Relax****Research the employer organization, industry, position and people.**

- Research organization and note pros and cons: For example - IBM
  - Review previous research for cover letter and resume.
  - Visit organization website to learn about size, scope of operations, locations, products, services.
  - Read mission statement to understand values.
- Research industry: For example - Hardware and software manufacturing
  - Visit industry and news websites and learn about any big challenges or changes facing industry.
- Research position: For example - Software Designer, Tech Writer, Administrative Assistant
  - Visit occupational and professional sites and learn about future outlook, issues and salary norms.
- Research on LinkedIn for any details about your interviewers.
  - Form an impression of the people who work there - what what can you learn from them?

**Prepare to be mentally and materially ready.**

- Prepare detailed t-analysis to remind you of your fit for the position.\*
- Prepare a detailed list of your top 10 related accomplishments.
- Prepare 5-7 questions to ask the interviewer(s): Position? Organization? Industry? People?
- Prepare for content/material to know or have ready for the interview, such as:
  - Your Interview outfit; Iron your shirt/pants/skirt or go shopping if you don't have the right attire
  - Your professional accessories (ie. Briefcase, clipboard, copies of your resume & cover letter, notes)
  - A summary of interview details (have details also in phone)
    - # of interviewer(s), names & titles
    - Length & style of interview (e.g., panel, group, 1-on-1)
    - Location/directions (make sure to do a test run if you are not familiar with the location)

**Anticipate questions interviewers might ask you.**

- What are day-to-day job challenges? What are the organization or industry demands?
- How are you qualified? Why are you interested? How are you a fit with our organization?
- Assess your comfort level with questions. Which ones make you feel nervous?

**Rehearse answers so that you feel comfortable telling your stories.**

- Rehearse answers to anticipated questions, especially those that make you nervous:
  - In front of a mirror?
  - With a friend?
  - On your computer or phone?
  - Mock interview with staff member at AA&CC?

**Relax in order to build a habit of focus, calm and confidence.**

- Build in 5 minutes daily mindfulness breathing and/or positive visualization.
- View tips and YouTube videos on Interview Ready webpage.\*
- Ensure you are well rested for the day of the interview.

## During the Interview: Relax, Relate, Listen, Target, Organize

### Relax, be calm, be present, be in your body.

- Dress your best. Arrive early or on time.
- Maintain tall and open body posture, own your space.
- Breathe gently but deeply while you wait. Focus on the immediate present.
- If your mind moves to the future, visualize positive outcomes.

### Relate to everyone you meet.

- Smile at and make eye contact with people you meet.
 

In the coffee line		On the elevator
At the reception desk of the employer		In the formal interview
- Offer a firm handshake to your interviewer(s) (if appropriate).
- Follow the lead of the interviewer(s) throughout the interview.
- Thank the interviewer(s) at the beginning of the interview (start of your first answer).
- At the end, tell the interviewer(s) you enjoyed the meeting.
- Express your interest in moving to a next step of the hiring process.
- Mention you would like to follow up and ask for a business card.

### Listen to the questions.

- Listen carefully to each question asked.
- Listen for clues to the type of question:
 

Assessment of skill?	Opinion?	Personal insight?
Example of experience?	Scenario?	Pro/con evaluation?

### Target your answer to the question asked.

- Ask for clarification if you do not understand the question asked.
- Pause briefly before answering to gather your thoughts.
- Decide your most relevant example, experience or accomplishment to illustrate your answer.

### Organize your answers and your questions.

- Start answer by paraphrase or repeating question asked. End with summary or "in conclusion".
- Use organizing techniques to keep your answer focused and well organized.
- Prioritize your 5 to 7 questions. Depending on time available, ask most important ones first.

## After the Interview: Assess, Plan, Decide, Thank, Follow Up

- Assess your performance while details are still fresh (\*see worksheet).
- Plan how you will approach your next interview - for this job or future jobs.
- Decide if you want the position and how you will approach the thank-you letter as a result.
- Thank your interviewer(s) in writing and continue to build a strong relationship:
  - Re-Thank** the interviewer(s) time and consideration. **Re-State** your interest in the position/organization.
  - Review** a few features of particular interest to you. **Recover** if necessary from an incomplete answer.
- Follow up if you do not hear from the employer within 1-2 weeks.