



Interviewing Tips

Interviewing — in person, by phone or video — requires preparation in order to show up in the best possible way while avoiding technical issues or other distractions.

Whether you are interviewing in person, by phone or video, here are some quick tips to help you prepare:

- **Practice Telling Your Story**
Be prepared to explain your career history, key accomplishments, skills, and interests.
- **Know the Company**
Research the company's products, services, customers, and achievements so you can demonstrate an understanding of the organization and ask knowledgeable questions.
- **Minimize Distractions**
If virtual, find a quiet room free from disruptions. If in person, ensure your devices are on silent.
- **Speak Slowly and Clearly**
Take your time when speaking. Maintain a nice and easy pace — speaking too fast can make you sound nervous.

Doing a Video Interview? Turn the Page for More Tips >>>

ADDITIONAL TIPS FOR VIDEO INTERVIEWS

- **Confirm Alternate Phone Number**

In the event of a technical difficulty, it is good to ensure you have an alternative phone number to use, if needed.

- **Test Your Interview Technology**

Preview the software being used and familiarize yourself with the tool. There are four main components you will want to ensure are working properly in advance:

1. Audio settings: Do your speakers and microphone work? Make sure you are coming across clear and loud with no static.
2. Camera settings: Is it too dark? Too light?
3. Connection: Video conferencing may take up a lot of bandwidth and a spotty Wi-Fi connection may cause an overly lagged session so be sure you are plugged in with an Ethernet cable or that you have strong Wi-Fi.
4. Battery: Make sure you have a full battery — or even better, plug your computer into an outlet.

- **Set up a “video friendly” Location**

Select a spot that has good lighting and a neutral background free from distraction and clutter. Place your computer at a height that is flattering for you and has you centered in the frame. Pick a chair with a straight back to help with posture.

- **Remove Distractions**

Shut down all other windows and applications (especially ones with notifications) before you log on. Put your phone on silent.

- **Dress Appropriately**

Wear the same outfit you would for a face-to-face interview from head to toe in case you need to stand up to grab a paper or glass of water during the interview.

- **Look into the Camera**

Looking at the interviewer’s face on your computer screen means you are not actually looking into the camera and making eye contact. Instead, look into the camera as often as possible, especially when you are speaking. This will give your interviewer the sense that you are engaged and not distracted by what is happening on your screen.

- **Be Ready to Start on Time**

Leave yourself time to ensure you can access the video software, adjust your camera, etc. so you can begin the interview on time.