Quick Tips Guide

Make a good first impression
- Anyone you interact with may express their opinion of you to the interviewer.
- Give a firm handshake.
- Establish good eye contact.

Be prepared
- Research and learn about the institution.
- Prepare relevant questions.
- Explore the institution’s website.
- Record a practice interview.

Dress appropriately
- Investigate the dress code and dress accordingly.
- Stop by and observe how employees are dressed.
- Ask about the dress code when your interview is scheduled.
- Conceal tattoos and piercings.
- Dress code applies to internal interviews as well.

Practice good communication
- Don’t interrupt.
- Listen to the entire question.
- Avoid bad-mouthing former employers.
- Avoid “um,” “like” and “you know.”
- Sit up straight and keep your arms open and relaxed.

Don’t inquire about benefits or salary too soon
- Ask questions related to the working environment.
- Address salary questions with the human resources specialist.
- Emphasize your interest in the job and what you can offer.

Be prepared for social media checks
- Not all employers will conduct checks.
- Public posts can be easily accessible.

Be aware of illegal interview questions
- Redirect the conversation.
- Focus on topics related to the position you’re interviewing for.

Be prepared for distance interviews
- Eliminate all distractions and possible interruptions.
- For webcam interviews, clear clutter from view of webcam.
- For webcam interviews, dress professionally, and make sure you’re in a well lit room.
- Treat distance interviews as you would in-person interviews – don’t be too casual.

Be prepared for group interviews
- May consist of peers and managers.
- Respond directly to the person asking the question.
- Maintain a level of eye contact with everyone in the room.

Determine if you are the right person for the job
- Ask questions about the culture and reporting structure.
- Call the interviewer or human resources specialist if you’re no longer interested.
- Keep your options open for future opportunities.

Remember to follow up
- Follow up within 24 hours of your interview.
- Send a handwritten thank you note by mail.
- Wait the specified time before inquiring about their decision.