

Interview Guidelines

Interview Preparation

- Research the position and organization before the interview.
- Review your application to assist in preparing real examples of past accomplishments that directly support what is required of the position and what you submitted with your application package.
- Practice interviewing. Take the time to research and review typical interview questions to help give you a framework for your responses.
- Be flexible with scheduling and allow sufficient time for the interview. Be sure to ask for specific details about the time, location, point of contact (POC), and any other logistical details.
- Ask whether there will be one or multiple interviewers.
- If you need accommodations for the interview, ask for them as early as possible.
- Make sure you have an appropriate outfit for the interview.
- Print a few physical copies of your resume. Prepare a clean, neutral-colored folder that includes copies of your resume, a pen and notepad, and a printout of your interview logistics.

During the Interview

- Plan to arrive early. Remember you get one chance to make a first impression.
- Be prepared to summarize your experience in about 30-60 seconds to describe what you bring to the position.
- Listen carefully to each question. Answer questions as directly as possible. Focus on your skills and achievements relevant to the job. Ask the interviewer to rephrase a question if further clarification is needed.
- Avoid negative comments about past employers.
- Be aware of your body language and tone of voice.
- Take notes
- Ask any final questions about the organization, the position, and next steps in the selection process. Request everyone's contact information if you do not have it
- Reinforce your interest in the position and thank the interviewer(s) for the opportunity to interview.
- If you have a virtual interview, ensure your space is quiet and free of distractions. Use a headset if you have one available.

After the Interview

- Provide any other requested information as soon as possible. If professional references are requested, provide advance notice to each reference you list.
- Send a thank you email to everyone who interviewed you.
- Be patient. You can follow up with your POC if you have not been contacted within the established timeframe.