

# JOB INTERVIEW

## ✔ Do's

**Research the company, before the interview.** How does the company present itself, its workplace culture, and its employees? If the dress code appears to be business casual, then break out your slacks and dress shirt. If it's more formal, then dress the part in traditional business attire.



**Project confident body language.** Smile and engage with each interviewer and nod slightly as he or she speaks.

**Stay poised and relaxed.** Interviews are designed to see how you react to challenge. Be relaxed, flexible, and as engaging as possible. Keep a smile on your face even if you don't have a ready answer. This will show your interviewer that you don't get rattled, even when you don't have all the answers.

## ✘ Don'ts



### What To Wear

**Dress down.** It's better to be slightly more formal than required than to come to the interview dressed too casually, as this gives the appearance that you are not serious about the position.



### Body Language

**Try not to slouch or cross your arms** as questions are asked or do anything that makes you seem hesitant or closed-off. Don't fidget. Try to project body language that is positive and indicates interest. The best way to show confidence is by sitting in an "open stance".

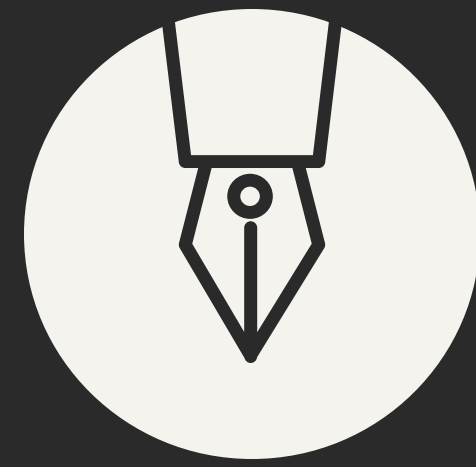


### How To Act

**Don't show signs of panic and don't lose your cool.**

- Even if things take an unexpected turn or you face a tough question.
- Also don't rush while answering.
- You don't want to blurt something out that you can't take back, so stay calm.

Go into your interview prepared to highlight the abilities and the aspects of your background that you believe make you a good fit for the position. Take notes on the position and the company, as well as relevant aspects of your qualifications that make you a strong candidate.



## What to Highlight



The worst mistake you can make is to skip the pre-interview research stage of preparation.



Demonstrate that you are a good listener. Be sure to answer the question in a way that highlights your best attributes.



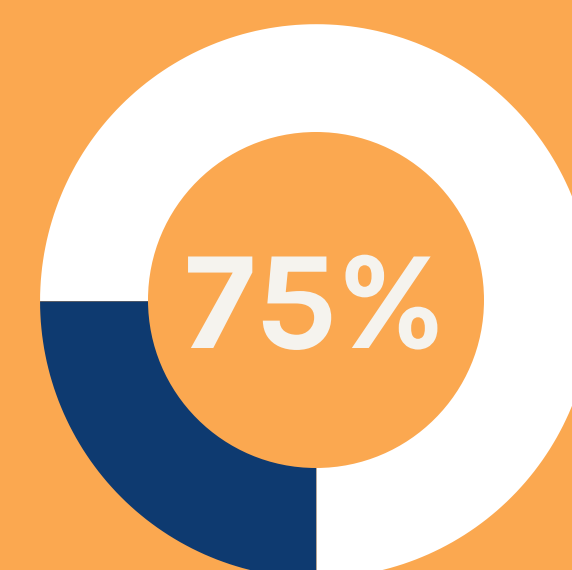
## How to Listen

Resist the temptation to segue too quickly from the topic of your interviewer's question into your resume. Make sure you tailor your answers in a way that answers the question, stays on topic, and highlights the way your background addresses that topic.

Be honest about elements of your experience or employment record that may not be ideal for the position. Even if you have gaps in your resume, be truthful, and then leverage the conversation back to your strengths.



## How to Compensate for Weaknesses



75% employers caught a lie on a resume

Never lie about past employment missteps or pretend to have skills that you do not have. A good interviewer will see through an attempt to mislead.

Give diplomatic responses about all past employers. Find something positive you can say about every past work experience on your resume and then pivot to the skills you have gained along the way that will benefit your next employer.



## How to Talk about Past Employers

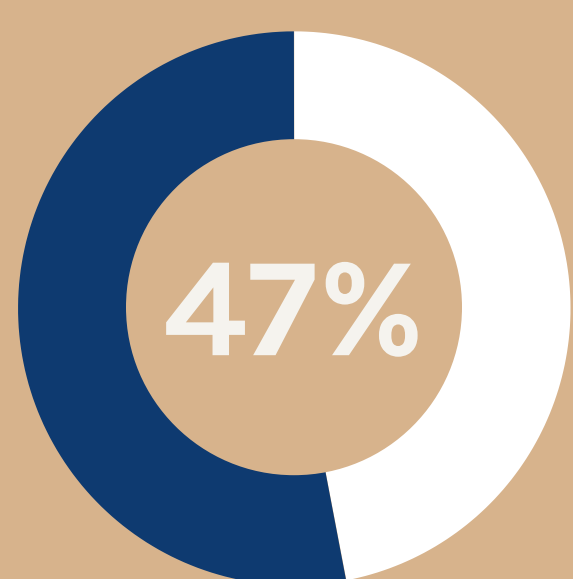
You will not win points with your next potential boss by speaking badly of a past one. Even if your past employer is a competitor of the company where you want to work, don't criticize a past employer. You will be seen as petty, or even worse, as a risky hire.

Bring up past successes where appropriate, but make sure that you are constantly **showing how these past accomplishments will bring value to your next employer.**



## How to Leverage Your Past

It's tempting to ramble on about your successes in a former job, but **do not focus on the specifics of a past role to the point where it dominates the conversation.** Your next employer is only interested in how that experience will translate into your new role and benefit them.



of interviewers said that they wouldn't offer the job to a candidate if they had little knowledge of the company.



Come prepared with questions based on your research of the company, **it indicates your interest in the company.**



## What to Ask

**Don't wait until the very end of the interview or for the interviewer to ask if you have any questions to ask about the aspects of the job you want to learn more about.** Instead, ask questions as the conversation develops and show initiative and confidence.

How you end the interview is just as important as how you begin. Here's what you can say:

- Thank you for your time.
- It was a pleasure meeting you and learning about the role
- I'm looking forward to hearing about the next steps."



## How to Wrap Up and Exit

Make sure you don't rush the ending or leave without thanking them. The last impression matters, and even if you're feeling tense/nervous, or worried that the interview didn't go well, now isn't the time to stress. **Focus on what you can control in the moment, which is to leave a good final impression.**