

## **BUILD. EMPOWER. CONNECT.**

- Be prepared. Do your research on the company that you are applying to as well as the position.
- Be prepared to answer what you want to get out of the role and why you are looking to secure it.
- Be confident but humble. Don't be scared to sell yourself. Make sure to come up with your strengths and how they can apply to this job.
- Ask thoughtful questions. Employers love questions. Some examples could be:
  1. What constitutes success at this position?
  2. How does this company define and measure success?
  3. Can you tell me more about the day-to-day responsibilities of this job?
  4. What do you think are the most important qualities for someone to excel in this role?
  5. What are your expectations for this role during the first 30 days, 60 days, year?
  6. What do you like best about working for this company?
  7. What is your work culture like?
  8. What type of educational/training opportunities does the company offer?
  9. What are the prospects for growth and advancement?
  10. What's the next step of this process, and when can I expect to hear from you?

*\* Use these questions as prototypes for questions based on the particulars of the position you are interviewing for. Make them your own and polish them until their shine reflects on you.*
- Draw from your experiences thus far and how they can apply to this position.
- Know your skills and how they can relate to your position and how you want to grow in that position.
- Know the areas that you need development in and how this position could impact your growth.
- Make sure to have some mock rounds of interviews.
- Make sure your social media platforms are appropriate and clean.
- Make sure to listen, be concise and articulate yourself well. Make sure to not interrupt the interviewer.
- When talking about weaknesses, make sure focus on qualities not necessary for the job. When you consider which weaknesses to mention in an interview, keep in mind that you should focus on qualities that are not central to the requirements of the job for which you are interviewing. Be positive and have a plan of action to overcome those weaknesses.
- Be prepared to explain everything on your resume.
- For phone interviews, stand up. It removes pressure from your diaphragm and gives your voice more resonance.
- Smile while you speak during phone interviews as well. It may feel silly, but smiling shows up in your voice.