

Interviewing tips (PDF)

Congratulations! You're moving forward in the recruitment process – read these tips to ensure you're set for success in your interview.

Before the interview

- **Look us up!** - Learn more about our business by visiting our website. Read our mission statement, values and purpose that will help you understand who we are as a company and why you would like to work with us.
- **Figure out what to wear** – Dress professionally for your interview. If you pick out your outfit in advance, this will help to eliminate rushing panicking on the day of your interview.
- **Practice answering common interview questions** – When you practice answering questions, you will gain more confidence in your answers. If you feel comfortable with it, try practicing with a family member or close friend who can give you feedback.
- **Familiarize yourself with the STAR method** – Practice answering questions using the STAR method to provide detailed answers in the interview.
 - Situation: Describe a challenge you encountered.
 - Task: Explain your role in the situation.
 - Action: Describe the steps you took in the situation.
 - Result: Describe what happened as a result of your actions.
- **Create a list of questions to ask your interviewers** – At the end of the interview, you will likely be asked if you have any questions for us. Have a couple questions prepared to showcase that you are interested in the job and the company. Questions can be tailored to the role itself, the company or next steps.
- **Test any necessary technology** – If you are doing a virtual interview, make sure ahead of time that your devices are working smoothly and that you are comfortable with the platform.
- **Get a good night's sleep** – Make sure you are well rested for your interview!

Tips during the interview

- **Arrive early** – Be sure to arrive to the interview 10-15 minutes early. Plan to leave early to account for traffic and getting to the building. This is an important first impression, you don't want to be late!
- **Keep your answers concise** – You have a limited time in the interview to showcase why you would be the best candidate for the role. Deliver thoughtful but concise responses that directly answer the question being asked.
- **Maintain good body language** - Be aware of what you're communicating through body language in addition to what you say.
- **Sell yourself** – Take the time you have with the interviewer(s) to showcase why you would be the best candidate for the job. Highlight your accomplishments and achievements in your answers when you can.
- **Be honest and accurate in your answers** – Avoid lying or exaggerating in your answers. You may find yourself interviewing for a position with qualifications that you do not have. Present yourself in a positive light by being open and truthful in your responses.
- **Listen carefully to the interviewer(s)** – This interview is also an opportunity for you to gain valuable information about the company and the role. Active listening during the interview will also allow you to answer questions being asked accurately.
- **Close on a positive, enthusiastic note** – The closing of the interview is a great opportunity for you to re-express your enthusiasm and excitement for the role. Inquire about any next steps, any additional information and thank everyone for their time.

Tips after the interview

- **Send a thank-you note** – Send a short email to the interviewer(s) within 24 hours after your interview thanking them for meeting with you.
- **Be patient** – Waiting to hear back from the interview can be nerve-wracking! Be patient with the team. They are likely finishing up other interviews, and vacation and other work projects can delay the recruitment process.
- **Follow-up if you haven't heard back in the provided timeframe** – If it's been past the timeframe provided in the interview, send the interviewer(s) a quick follow-up email.