

# INTERVIEWING

## Research

### 1. Company Website

- a. About Us
- b. Mission
- c. Vision
- d. Core Values
- e. Products & Services
- f. Work Culture
- g. Community Involvement

### 2. Glassdoor

- a. Company Reviews from employees
- b. Company Photos & Videos
- c. Social Media Presence
- d. Interview Experiences of Applicants
- e. Company Awards
- f. Company Locations
- g. Estimated Salaries & Benefits

### 3. Job Description

- a. Job Summary: Objectives, work environment, team information, and supervisor information
- b. Job Responsibilities: Essential functions, responsibilities, tasks, and goals
- c. Basic Qualifications: Required education, experiences, and proficiencies
- d. Preferred Qualifications: Preferred education, experiences, and proficiencies
- e. Work Requirements: Knowledge, skills, abilities, travel information, and any special conditions

## Preparation

1. Summarize your notes
  - a. Expectations and Interests <-> Notes from Company Website and Glassdoor
  - b. Profile and Resume <-> Notes from Job Description
2. Remember your strengths and weaknesses
3. Establish your short term and long-term goals
4. Practice the STAR method for answering questions
  - a. Situation
  - b. Task
  - c. Action
  - d. Result
5. Study all categories of behavioral questions and memorize an experience for each situation

## Interview

At the day of the interview, follow these best practices:

1. Sleep well the night before, so you are well rested and energized on the day of the interview
2. Reach the interview place at least 15 min early to overcome any unexpected traffic and to find a parking spot
3. If you're doing a virtual interview, be familiar with the software and dial in using both your computer and phone, to avoid disconnection because of the internet
4. Carry at least 7 copies of your resume, cover letter, business card, letter of recommendations, references contact information, and transcripts to the interview
5. Smile and greet everyone you interact with when you enter the place of interview
6. In the interview room, introduce yourself to everyone, and do a firm handshake with everyone, if this pandemic is over and it is safe to do so

While doing the interview, keep in mind the following things:

1. Be confident as you have done your research and are fully prepared to take any questions
2. Get comfortable by making small talk with the interviewers before the interview starts
3. Show the interviewers your uniqueness and why you stand out from the crowd
4. Use the storytelling approach and the STAR method to answer questions
5. Keep your answers to the point and ask if you have answered the question or not, when in doubt
6. Use expressions and gestures to keep the interviewers engaged
7. Stay calm if you are unable to remember an answer and request a moment to remember it
8. Be honest if you don't know the answer to a question, and request to respond to the question later
9. Ask at least 3 questions at the end of the interview. We will cover the questions in part 2 of the fifth episode
10. Listen actively to what the interviewers are saying and ask questions when in doubt

### Follow-up

1. Exchange business cards with all the interviewers
2. Send a thank you email to the all the interviewers within 24 hours of the interview
3. Connect on LinkedIn with the interviewers for expanding your network and learning about any future opportunities