



BEFORE YOUR INTERVIEW

Preparation & Research

- ✓ **Maintain strong professionalism from the start:** Respond promptly to all messages from an employer, maintain a professional and respectful tone in all interactions, and arrive early and respect the interviewer's time.
- ✓ **Develop a foundational understanding of the company:** Learn about the company's mission/vision and culture, key products or services, and industry positioning by reviewing their website, social media accounts, Glassdoor reviews, and recent news appearances.
- ✓ **Research who you'll be speaking with:** Look them up on LinkedIn and take notes on their educational background, work history, and anything you have in common.
- ✓ **Confirm important logistics:** Test your technology for virtual interviews or confirm directions and arrival time for in-person interviews.

Practice Your Answers to Common Questions (Time Goal: 1-2 Minutes)

- **Tell me about yourself.**
 - *Who You Are:* educational background, academic/extracurricular interests, and key theme of your career
 - *What You've Done:* any experiences inside or outside of the classroom that are related to the role
 - *Where You Want to Go:* express your excitement for the opportunity and how it aligns with your career goals
- **Why are you interested in this role/company?**
 - *Role/Team:* specific details on why you want this job or to work with this team; utilize the job description and honestly share what excites you about the opportunity.
 - *Company:* incorporate your research to share why you want to work for this company; ex. personal connection to company/product, alignment with mission/vision, heard good things about the culture
- **Why are you a good fit for this role/why should we hire you?**
 - *Refer to the job description:* What are the 3 key skills the company is looking for that you've developed in your previous experiences?
 - *Reflect on your experiences:* Aside from meeting the basic job requirements, what makes you different? How does your perspective set you apart?

Identify Stories from Past Experiences & Utilize the STAR Method (Time Goal: 2-3 Minutes)

- **Brainstorm 3-5 stories:** Reflect on your previous experiences to identify stories that can be used to answer multiple different behavioral interview questions ("Tell me about a time when...").
- **Structure your response using the STAR Method:**
 - **Situation:** set the scene and provide context of the story you're about to tell; ex. when, where
 - **Task:** share what was required of you, what the task was, and what your goals were
 - **Action:** clearly state the specific actions you took to address the situation or achieve your goals
 - **Result:** communicate the results of your actions; try to add metrics whenever possible and share what you learned throughout this experience
- **Practice your stories out loud:** Record videos of yourself or practice with a friend to check pacing, level of detail, and that you answered the question.

Develop & Write Down Your Questions to Ask at the End of the Interview

- **For Recruiters:**
 - What skills and characteristics are most important for someone interested in this role?
 - What should I expect in terms of timing and next steps for the interview process?
- **For Team Members:**
 - I saw that you joined the company [X] years ago. Can you speak to what keeps you excited about your role?
 - What is your favorite part about working for [Company], and what's the most challenging part?
- **For Hiring Managers or Company Leaders:**
 - How would you describe your leadership style and how do you motivate your team?
 - How do you measure success in this role and for the team as a whole?



DURING YOUR INTERVIEW

Set Yourself Up for Success

- ✓ **Get your tech ready:** Test your camera, lighting, and audio beforehand so technical issues don't disrupt your virtual interview.
- ✓ **Arrive early:** Arrive or log in 10-15 minutes early to show reliability and give yourself time to settle in before the conversation begins.
- ✓ **Dress appropriately:** Wear business formal for more traditional industries like business or consulting and business casual for more creative industries such as tech and humanities.

Make a Strong First Impression

- ✓ **Be genuine and authentic:** Stay engaged throughout the conversation by maintaining eye contact, actively listening, and responding with clarity and confidence. Let your enthusiasm for the opportunity come through.
- ✓ **Make a connection:** Engage in small talk at the start of the interview. Make a note of things you have in common. Pay attention to your body language: sit upright, avoid fidgeting, and minimize distractions around you.
- ✓ **Have reference materials close by:** Have your resume, notes, and prepared questions accessible, but avoid reading from them so your interaction feels natural.
- ✓ **Treat the interview as a two-way conversation:** Take your time when replying and ask follow-up or clarifying questions as needed.
- ✓ **Gather contact information:** Before you leave, collect contact information for everyone you spoke with and ask about next steps if they haven't been mentioned.

AFTER YOUR INTERVIEW

Send a Thank You Email Within 2 Hours if Possible

- ✓ **Express gratitude:** Send a personalized thank you email as soon as possible to everyone you spoke with.
- ✓ **Follow up:** Touch base with the recruiter if you haven't heard back by the specified date.
- ✓ **Reflect on your performance:** Write down the questions you were asked to sharpen future responses.

Post-Interview Thank You Note Template

Hi [Interviewer's Name],

Thank you for taking the time to discuss the [Job Title] position with me earlier today! I especially loved learning more about [specific details shared throughout the interview about their personal experience, the team, or the role].

Our conversation only increased my interest in the role. I'd be thrilled to use my [key strength #1], [key strength #2], and [key strength #3] to benefit your team and further the work of [X company].

Please don't hesitate to reach out if you have any additional questions for me. It was great meeting you, and I look forward to hearing from you soon!

Best,
[Your Name]

Interview Process Follow-Up Email Template

Hi [Recruiter's Name],

I hope you're doing well! I wanted to follow up on my interview for the [Job Title] position on [Interview Date]. I'm still very interested in the opportunity and wanted to check in on any updates regarding next steps.

Please don't hesitate to reach out if you need anything additional from me. I look forward to hearing from you!

Best,
[Your Name]