Top Tips for Interview Success

Phone

Advantage: The employer cannot see what you see, lay out all of your interview answers in front of you.

Disadvantage: You cannot read their body language to know how they are responding to you.

- Dress for the interview - Even though they can't see you, dressing for the interview will help you feel more confident
- Avoid background noises – Be conscious of your surroundings
- Your voice becomes MORE important
- Keep your answers on the shorter side; end strong, don't trail off
- Keep track of your response times with a clock timer
- Use your notes to help you but do not read from a script
- Set up and prepare at least 10 minutes before the interview starts
- Listen - Make sure you are listening so you can answer the question that was asked
- Try to use a headset to keep your hands free
- Smile, your voice naturally has more enthusiasm when smiling
- Have a writing pad and pen to write down questions

In-person

Advantage: You can clearly observe their body language and adjust your answers and tone accordingly.

Disadvantage: All of your answers need to be in your head. It is difficult to reference notes you took to prepare.

- Make sure you have the time and location correct
- Get directions – leave early to give yourself extra time
- Arrive 15 minutes early
- Turn off your phone
- Make note of everyone you meet for thank you
- Your confidence can be demonstrated with eye contact, body language and your handshake
- Prepare for any temperature by lightly layering your clothing
- Factor weather conditions into your transportation and clothing choices
- Bring water, chap stick, a comb/brush, and other last-minute provisions you might need
- Refer to the Dressing for Success guide

Virtual

Advantage: It may not be as nerve-wracking over a video then it is in person.

Disadvantage: The communication is not as fluid as an in-person interview due to the limitations of screens.

- Set up your account and test your settings ahead of time
- Be conscious of your background - Make sure your background setting is not distracting
- Dress for the interview from head to toe
- Double-check to see if the virtual interview is real time or virtual
- Check your internet quality and connection
- Test your technology ahead of time
- Pay attention to lighting, camera angle, internet speed, video quality, and audio quality
- Have a backup plan if your technology fails
- Be ready 15 minutes before the interview begins
- Try not to use your cell phone for video appointments
- Turn off notifications on your devices and be free from distractions

Career tip:

After the interview write down questions you struggled with so that you can practice them for future interviews.

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