

# Career Resources



## Phone Interview Tips

If you have been selected for a phone interview, here are some helpful tips and tricks to be successful when speaking with a Recruiter or hiring manager:

### Get organized.

- Schedule your interview for a time when you will be least distracted.
- Be aware of different time zones.
- Ensure equipment is set-up and working properly.
- Be in a quiet place free from distractions before your interview.
- Have your resume, prepared work examples, and a notepad in front of you to take notes.

### Be prepared to talk logistics.

- Scheduling
- Shift (overnights, rotating schedule)
- Compensation
- Relocation
- Work environment
- Physical requirements

### Interview preparation

- Elevator pitch
- Smile—they can hear it in your voice!
- Have a ready list of talking points/situations/projects
- Be prepared to speak to project examples
- Practice talking through work examples and not memorizing a script
- Be able to speak to work environment, including what you value and the type of environment you are seeking
- A note on salary: If the recruiter does not ask for your salary expectations during the initial conversation, it is appropriate to ask what the salary range for the position is during your first interview.

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## In-Person Interview Tips

Preparing for an in-person interview might seem intimidating, but remember you are talking with another human being just like you! Try to relax and enjoy the interview experience. Here are several steps you can take to prepare yourself for a successful interview:

### Get organized.

- Bring your resume, letter of recommendation(s), work examples, and portfolio (if applicable) in a professional folder.
- Complete any requested forms or documents ahead of time.
- Make sure to plan ahead and arrive early.

### First impression

- Ensure you make eye contact with everyone in the room.
- While shaking hands may be off the table in the current environment, make appropriate greetings and connections.
- Dress for success.
- Read your audience and provide appropriate responses.
  - Don't get too personal in your answers.
- Remember to be professional.
  - No swearing.
  - If you're talking about coworkers, managers, or departments, remember to stay positive in your answer.

### Interview preparation

- Prepare an elevator pitch to open your interview.
  - Walk them through your career journey and show your personal brand.
- Be able to speak to project examples, in addition to those discussed in the phone interview.
  - Practice talking through your work examples and not memorizing a script.
- Research and be prepared to speak to the employer's mission and values of the Company interviewing you.
- Practice [framing responses](#) to potential interview questions by explaining the context or situation that occurred, the task you were assigned to do, the action you took and the result.
- Have a short list of thoughtful questions to ask at the end of the interview.

### Follow up

- Send a thank-you email within 24 hours.
  - Keep the email concise and leave a professional and lasting impression.

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## Virtual Interview Tips

Virtual interviews can sometimes be in place of an onsite interview. They provide you with flexibility to interview wherever is most convenient for you. Since you are not meeting in person, it is important that you are organized and ready to show why you are the most competitive candidate for the role. Here are some helpful tips to prepare for your virtual interview:

### Getting prepared and organized.

- Schedule your interview for a time when you will be least distracted.
- Be aware of different time zones.
- Test your technology.
  - Test internet connectivity.
  - Make sure your video works.
  - Make sure your audio connection works.
  - Be familiar with the interview tool you will be using.
- Set the scene.
  - Be in a room that is well lit.
  - Have a professional background for the interview such as a blank wall.
  - Be the focal point of the space.
  - Organize and tidy up your surroundings.
- Eliminate distractions.
  - Find a space free from children, pets, and any other distractions.
  - Remove loud background noises:
    - Turn off TV.
    - Silence cell phone/computer notifications.
    - Close windows.
- Have your resume, relevant work examples, and a notepad in front of you.

### Things to consider while on video

- Dress the part
  - Clothes should be clean, ironed and look professional.
  - Wear what you would wear to an in-person interview.
  - Limit distracting clothing patterns and accessories.
    - Hats
    - Large jewelry
    - Scarves

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- Bring your best self to the interview.
  - Be well groomed.
- Monitor your body language.
  - Sit up straight.
  - Smile.
  - Eye contact
    - Keep camera at eye level.
    - Keep focus on camera and not video image of yourself.
- Practice talking through work examples and not memorizing a script.
- Be ready to provide:
  - Updated resume
  - Letter of recommendation(s)
  - Work examples
- Interview preparation
  - Have your elevator pitch ready (career journey, personal brand)
  - Be able to speak to additional project examples.
    - Practice talking through work examples and not memorizing a script.
  - Research and be prepared to speak to the employer's mission and values of the Company interviewing you.
  - Practice [framing responses](#) to potential interview questions by explaining the context or situation that occurred, the task you were assigned to do, the action you took and the final result.

## Follow up

- Send a thank you email within 24 hours.
  - Keep the email concise.
  - Leave a professional and lasting impression.