

Interview Tips

with **Joel Evans**

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Planning for the Interview | Some of these may seem intuitive or elementary, but surprisingly not followed by many.

1. Do your **homework**. Learn about the company by visiting their webpage and social media profiles. If they are a publicly traded company, look at the company's financial performance and read any recent press releases.
2. Download a copy of the posted **job description**. Read it over again the morning of the interview to refresh and familiarize yourself with some of the specific job duties and qualifications they are looking for.
3. Do a Google search for the **title** of the applied for position. This can help you gain any additional information about working in that role. You can use this additional information in your interview to clarify expectations.
4. Read over your **resume** and additional supporting documents that you have. The interviewer(s) will probably ask clarifying questions or want to know more about your experiences. A tip that I wrote in my *Résumé Tips* document is to create an additional file with more in-depth and specific information to help you remember more details in preparation for the interview.
5. Write down a **list of questions** for the interviewer(s). There is typically a time for the interviewee to ask any questions they may have. If you don't have any questions, it could raise a red flag. Are you not prepared? Are you overconfident? Are you not serious in the position? Plan on asking at least 2-3 questions! Here is a brief list of some additional questions you may want to ask:
 - a. Would you please describe the most ideal candidate for the job?
 - b. How long have you been with the company and what do you like most about working here?
 - c. Is this a new position, or did someone leave? If someone left, why did they leave or what did they go on to do? How long were they in this position?
 - d. Do you have any concerns? What can I do to alleviate them?

Not all questions are "good" questions. Here are some to avoid:

- a. What does your company do? / How long has your company been around?
 - b. How quickly do I get promoted? / Will I get my own office?
 - c. Do you do background checks? / Does the company monitor internet usage?
 - d. How much vacation time do I get? / How much does the job pay?
6. Arrive 10-15 minutes **early**. This will allow you a moment to use the restroom and focus your thoughts. If you arrive any earlier, sit outside and wait. Employers may not be prepared if you show up any earlier.
7. Bring along blank **thank you notes**. Upon completion of the interview and after you have left the building, fill out thank you notes for everyone on the hiring committee and drop them in the mail. It is good to ask for business cards or clarify names/roles on the interviewing team. I believe it is best to fill these out while names, titles, and topical conversations are still fresh in your mind. If you have the thank you notes with you, you will less likely procrastinate and will be able to get them in the mail quickly!