INTERVIEWING TIPS

- Review the values and the mission of the organization and take note of programs they have listed on their website.
- Review the position and make sure it aligns with what you are looking for.
- Make sure to fully review your resume. They will ask you questions regarding certain experiences you listed during the interview.
- Use the STAR method when they ask you questions about your previous employment experiences.
    - Situation – Set up the scene and all the key players.
    - Task – What was the project or task? And what were your responsibilities?
    - Action – Discuss in specific detail what you did to resolve the issue.
    - Result – How did the action you took make an impact.
- Prepare for different interview formats which include:
    - Group Interviews
    - Presentation
    - Q & A with different stakeholders
    - Lunch with interviewers
- Video Call Interviews
    - Double check the time and zoom link. Test link to make sure it works.
    - Connectivity Issues – Make sure to have stable internet.
    - Curate your space and keep distractions away from the background.
    - Dress to the culture of the organization.
    - Check in with family, pets, roommates
    - Headset (w/ microphone) may help with hearing
    - Turn off all notifications, on computer and on your phone
    - Clean up all the computer clutter such as tabs and all windows
- Come in prepared with questions for the interviewer.
- Ask about next steps and the timeline of the process.
- Send out a thank you email after the interview! Make sure to name specific topics from the interview in your email.

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