

TIPS FOR IN-PERSON AND VIRTUAL INTERVIEWS

Are you considering a promotion or a transfer within the organization? Has it been a while since you have gone through the interview process? If so, below is a list of interviewing tips and guidelines to follow when interviewing in-person or virtually for that perfect position. The Talent Acquisition team suggests the following list of "Do's" and "Don'ts" to make your interview a success.

DO'S

- **Be punctual for the interview** - Arrive 5-10 minutes prior to the scheduled time for your in-person interview. Log in 2-3 minutes early for a virtual interview.
- **Dress professionally** - This is the first impression you make with the interviewer. Dress professionally to show a respect and interest in the position. If the interview is in-person, don't wear flip flops, jeans or heavy perfume/cologne. If it's a virtual interview, wear a nice top in camera view and remove sunglasses.
- **Conduct interview in an uninterrupted space** - Avoid pets and family members from appearing in your background, this can be distracting. Make sure your cell phone is off.
- **Maintain eye contact** - Maintaining appropriate eye contact in-person and via camera signifies openness and honesty.
- **Share a copy of your up-to-date resume** - Make sure your resume is current. If meeting in person, bring several copies; you may be interviewed by several individuals.
- **Research the position for which you are applying** - Request and read the position description prior to your interview. This will help you prepare and formulate questions to ask during the interview.
- **Ask questions** - Learn as much additional information as you can during the interview. Not only will this provide you with valuable information, but it will convey a level of interest.
- **Send a thank-you note to your interviewer** - This is a polite gesture and a way to reiterate your interest in the position.

DON'TS

- **Don't use offensive language** - Using profanity is never appropriate during an interview.
- **Don't bad-mouth previous manager or department** - This may inadvertently reflect poorly on you. Instead, focus on your accomplishments and what you can contribute to the position.
- **Don't exaggerate qualifications** - A good fit is critical to your success, as well as the success of the organization.
- **Don't chew gum** - This is never considered acceptable or professional in an interview.
- **Don't show negative body language** - Non-verbal communication shows our true feelings and attitudes. Slouching, crossing your arms or sitting back in your chair may convey disinterest.
- **Don't assume the manager knows your skills** - Convince the interviewer you are highly qualified for the position. You may know the interviewer; however, don't assume that they know all your abilities and skills. Promote your skills and experience.