



HOW TO PREPARE FOR INTERVIEWS

INTERVIEW PREPARATION TOOLS:

1. View/print the profiles of those you're meeting with---there may be information you can integrate into the presentation of yourself.
2. **Highlight the key words** in the job description so you can address your value add as they pertain to their needs.
3. Study their company page on LinkedIn.
 - a. View their news updates
 - b. Information in the company's growth
 - c. Note any connections or alumni that work there
4. Glassdoor and Crunchbase are resources for additional information on the company and how they are funded.
5. Google the company to see recent news and mention of their leadership and milestones (look for press releases, too).
6. Go to their website and view:
 - a. The ABOUT page.
 - i. What do they do, what is their mission and core values.
 - ii. How is the company organized?
 - iii. This is where you can learn about their company CULTURE (which is very important to HR).
 - iv. A hiring manager is going to look for how you'll integrate with the team and collaborate to meet their goals.
 - v. What does the company market and who are their clients?
 - b. The CAREER page to lists their openings and sometimes this is where their company VALUES are outline as well.
 - c. LEADERSHIP TEAM page. Learn about the background and philosophy and influences of their leadership and advisory board

PHONE SCREENS:

1. **Remember your intention:** to qualify for the position so you are invited for an in-person interview
2. Be prepared with an ice-breaker (something to set the conversation off in a positive light that makes you both comfortable).
3. Be energetic and positive to show interest
4. What you need: A copy of the job description with KEY WORDS highlighted. Integrate these words within your answers
5. Have a list of 5 open-ended questions that show you did your homework
6. If it's feeling like an interrogation, ask a question after answering the interviewer's question.
7. Ask what the process and timing is for the next step
8. Express your continued interest and enthusiasm now that you've had your initial conversation.

PRESENTING YOURSELF DURING THE INTERVIEW

1. **Remember your intention:** to move this forward to an offer.
2. Confidently deliver a presentation of your value to the company based on what you've learned about them.
3. Your presentation is about what you'll contribute to the company (not the skills you'll learn--it's about how you'll solve their problems and add value).



4. Emphasize your “soft skills”: adaptability, communication, collaboration, leadership, analytical and be ready to provide an example of each with a positive outcome.
5. Be prepared with an ice-breaker (something to set the conversation off in a positive light that makes you both comfortable).
6. Be energetic and positive to show interest
7. Have a copy of the job description with KEY WORDS highlighted. Integrate these words within your answers
8. Have a list of 5-10 open-ended questions that show you did your homework
9. If it's feeling like an interrogation, ask a question after answering the interviewer's question.
10. Ask what the process and timing is for the next step
11. Express your continued interest and enthusiasm now that you've had your initial conversation.
12. Leave negativity and barriers “at the door” when you leave home. It's time to move this golden opportunity toward a job offer. When you have the job offer, you have the power to discuss what's important to you and to have multiple offers you can choose from, well...that's ideal!

By incorporating key words and soft skills, you are not only expressing your value, you're demonstrating your value!