



The 5 Part Interview Prep Guide

PART I – BEFORE THE INTERVIEW

- Do your homework and find out as much as you can about the company/organization before your interview. Do an internet search and find what services or products the company provides. Try to find the company's culture and long-term goals. If possible, speak with current employees to learn more about the company.
- Know where you're going, and make sure you know where the company is located.
- Arrive 5-15 minutes early. Don't arrive too early but not later either.
- Be prepared for the interview. Bring extra copies of your resume, pen and questions for the interview. Don't bring your cell phone or make sure you placed it on silent.
- Dress for success. As a general rule dress one or two steps above the position you are applying for.

PART II – THE START OF THE INTERVIEW

- Inform the secretary/receptionist that you have an interview. Let them know who it is with and the time of your interview.
- When you meet your interviewer, ensure eye contact, shake hands firmly, introduce yourself, smile and be confident!
- Keep communication positive. Watch your posture. Let the interviewer lead the interview. Remember to SMILE!
- Don't chew gum, curse, fidget etc.

PART III – THE INTERVIEW (MIDDLE)

- Stay positive and keep good posture and body language
- Know your resume well and be prepared to answer questions.
- Express your willingness to learn.
- Be thorough with your answers. Be prepared to give examples.
- If you do not understand an interview question, ask the interviewer for further explanation
- It's okay to take pause and take a moment to organize your thoughts before responding
- Focus on your strengths in your responses. Don't criticize former employers, discuss personal issues or salary and benefits unless initiated by the interviewer.

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PART IV – THE INTERVIEW (END)

- Ask job-related questions you prepared for the interview.
- If offered the job immediately, be prepared to discuss salary, benefits, work hours. You do not need to give them an immediate answer.
- If you are told that you will be contacted, ask about how long it will be.
- Thank the interviewer for their time and reiterate your interest with the company/organization.
- Shake hands firmly on the way out.

PART V – THE FOLLOW-UP

- Send the interviewer(s) a thank you letter soon after the interview. A thank you email can also be acceptable.
- Follow up with the company a week or two after the interview to see if they have made a hiring decision. Remember to keep it professional.

