

Interviewing Tips



Now that you have successfully mastered cover letters, resumes and job applications, it's time to understand how to succeed in the job interview in order to obtain more job offers. These tips will help guide you before, during and after the interview.

Preparing for the interview:

- Conduct research on the employer, interviewing team and job opportunity itself
- Review common interview questions and prepare your responses
 - Best Practice – Use the STAR Interviewing Technique (Situation, Task, Action, Result)
- Dress for success
- Arrive on time to the interview, relax and prepare for the interview
 - Try to arrive 10-15 minutes prior to the interview
 - Pack extra copies of your resume
 - Turn your cell phone off and get rid of your gum

During the interview:

- Make good first impressions
 - Be polite and offer warm greeting to everyone you meet (you never know who is part of the decision making process)
- Answer questions using the STAR Interviewing Technique (Situation, Task, Action, Result)
- Highlight your relevant skills for the job
 - If you are interviewing at a private practice, come prepared with metrics such as close rate, return rate, average sales price, etc.
 - If you are interviewing at a pediatric hospital, highlight your skills working with children
- Be authentic, upbeat, focused, confident, candid and concise
- Remember the importance of body language
- Ask insightful questions to express your interest in the opportunity
- Sell yourself, and then close the deal
 - Ask about next steps in the process and a timetable for when decisions will be made

After the interview:

- Be authentic and thank everyone you interviewed with in person
- At the very least, send a thank you email to the interview team
- Take it a step further and write a thank-you letter to the interview team
 - Consider sending a thank-you note to the administrative staff who helped set up the interview

Avoid these common interviewing mistakes:

- Bad-mouthing past employers
- Appearing uninterested
- Being unprepared
- Failing to research the company
- Saying too little/too much
- Not collecting contact information
- Sharing too much information
- Failing to follow up