Interviewing Tips Job Aid

PREPARING FOR YOUR TELEPHONE INTERVIEW

- Be in a quiet environment with no distractions
- Do your research on the position you are interviewing for
- Ensure that you have a good phone connection
- Practice answering questions
- Prepare questions to ask the recruiter
- Be clear & concise in communication during your telephone interview
- Be prepared to review your resume and provide detailed examples:
  - Tell me about a time when…provide specifics examples
- Contact the recruiter/recruitment representative if you are not able to attend the interview
- Be sure that you know the exact details of your interview and who you will be meeting with

PREPARING FOR YOUR MANAGER INTERVIEW

- Be sure to dress professionally
- Be sure that you know the exact details of your interview, including who you will be meeting with
- Arrive 15 minutes early for your in-person interview
- Bring a current copy of your resume for review
- Have positive body language as well as a positive attitude when speaking of past experiences and colleagues
- Be prepared to provide detailed examples relating to your previous work experiences
- After the interview, follow-up with a thank you note to the manager and check your inbox for any follow-up communication

THINGS TO KEEP IN MIND!

If you are offered the position, your recruiter may need additional information in order to hire you. These things may include:

- Exact employment dates of previous employers
- Copy of a recent W2 or Paystub of previous employers (in cases where 3rd party cannot verify)
- Copy of High School Diploma/ GED or Diploma of higher education (in cases where 3rd party cannot verify)