

INTERVIEWS

Create an Elevator Pitch

1. Who are you?
2. What's your area of expertise?
3. What's value do you bring?

Google **“Interview Questions”**
for your job title or industry &
 create 10 to 15 unique
 examples **“STAR Stories”** to share



Prepare 3 to 5 questions to ask the employer

1. How have things changed with n your company during the pandemic?
2. What do you see as the most challenging aspect of this job.
3. Who will I be working most closely with?
4. Is their anything else about my background or resume that you would like to know more about?
5. What are the next steps in the process and when can I expect to hear from you about a hiring decision?

Pre Interview Strategies

Jot down...

- Company Name
- Caller & Title
- Phone # & Email
- Date & Location

Ask ...What Type of Interview it will be?

- Phone/Video/In Person
- 1:1, Panel or Group
- Ask for names of Interviewers
- Note, virtual meeting link, office address, where to park
- Prep interview clothes in advance
- Be on Time (Arrive 10 minutes early)



Research Companies / Industries
 Visit website & social media pages
 Read mission, vision core values,

Set up 2 to 4
“Informational Interviews ”a month.
Always send an electronic or hand written **Thank You, note!**

Interview Prep-Activities

1. Prepare & practice an **Intro or Elevator Pitch** for interviews or networking events.
2. Research **3 to 5 companies** that your interested in working for, this month.
3. Create **2 STAR Stories** until you have **10+ unique stories** to share in an interview.
4. Register for a **Mock Interview** workshop or practice with a friend.
5. Why wait, **pick out your interview clothes** a few days in advance.
6. Find or prepare **3 to 5 questions to ask the interviewer**, at the end of the interview.
7. Google "**specific interview questions**" for your job title or industry.
8. Join **2 relevant networking groups** & make **5+ connections** a week on LinkedIn.
9. Set up at least **2 informational interviews** a month (google Informational Interviews)
10. Identify your **top 5 strengths** & prepare to describe yourself **in 10 distinctive** words.
