# Interviewing

## Pre-Interview Strategies

**Take notes on...**
- Company name
- Caller name & title
- Phone number & email
- Date, location, time (check time zone)
- Virtual link or parking location
- Ask what type of interview it will be
- Ask for names of interviewer(s)

**Before the interview**
- Choose an interview outfit 1 or 2 days in advance
- Review the job posting, the company’s website plus your cover letter & resume
- Don’t be late. Arrive or login 10 minutes early
- Know what 2 or 3 things you want to be remembered for

**Know your marketable skills**

<table>
<thead>
<tr>
<th>Soft skills</th>
<th>Job specific skills</th>
<th>Technical skills</th>
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## Types of Interviews

### PHONE
- 15-20 minutes & 1 or 2 interviewers
- Initial screening to learn basic information

Sign up for the phone interview workshop to learn more!

### VIDEO/VIRTUAL
- 30+ minutes with 1 or more interviewers
- Check your internet connection
- Set up in a quiet space
- Prioritize the camera

### PANEL
- 30+ minutes with 3 or more interviewers
- Dress the part
- Engage with everyone
- Only glance at notes or stories

### GROUP
- 60+ minutes with 1 or 2 interviewers
- Presentation about company
- Multiple interviewees at one time
- Direct competition

## Interview Techniques

### Intro/Elevator Speech
- 30 to 60 second introduction speech that shares who you are
- Summarize what you do
- What makes you the best candidate

### STAR Method
Describe the:
- Situation
- Task
- Action
- Result

## Post-Interview Etiquette

Always send an electronic or hand written thank you note.
- Keep it brief & professional
- It’s okay to state again your interest in the position
- Don’t go overboard with stationary

You can succeed in any interview if you have a positive mindset.
- Author unknown

- Research the company
- Practice interviewing
- Listen and ask questions

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Arapahoe/Douglas Works! is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
1. Prepare & practice an Intro/Elevator Speech for interviews or networking events.

2. Research 3 to 5 companies that you are 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. Use the internet to search for 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.

10. Identify your top 5 strengths & prepare to describe yourself in 10 distinctive words.

NOTES

To see our other workshops, visit https://rebrand.ly/sbqj5cv