



## 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



Soft skills



Job specific skills



Technical skills

## 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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