

INTERVIEWING ETIQUETTE 101

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TYPES OF INTERVIEWS

- Phone Screen
- Conference Call
- Webcam
- Video Interview
- In-person One-on-One
- In-person Panel



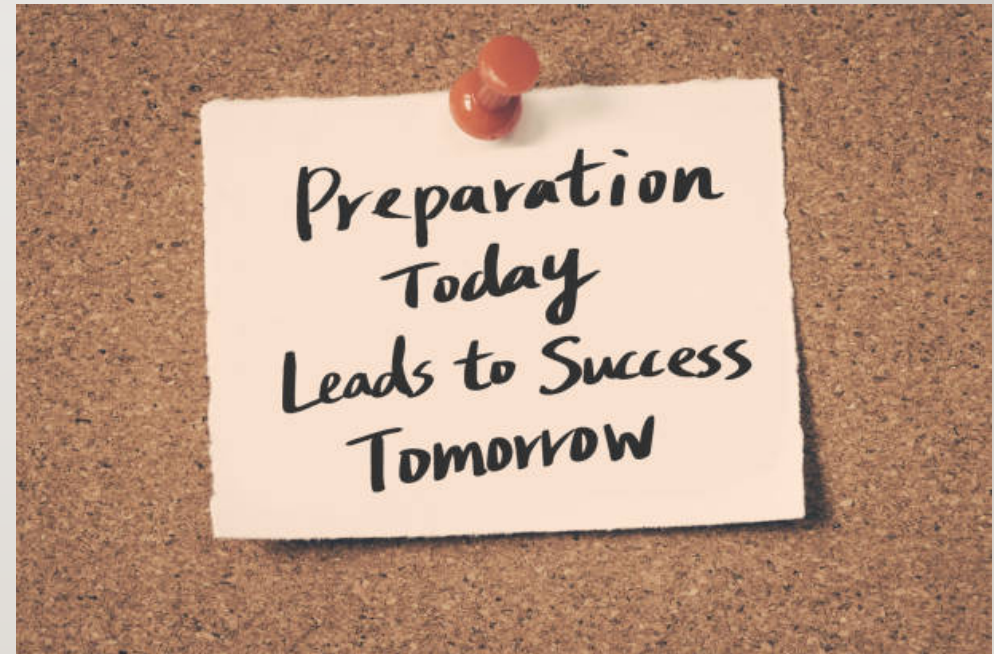
SET YOURSELF UP FOR SUCCESS: COMMUNICATION

- Set up a professional voicemail message and email account (school email is fine).
- Check your voicemails daily and return emails and calls within 1 business day
- Answer all calls in a warm, professional demeanor – SMILE!
- Test your webcam capabilities
- Clean up your social media accounts



SET YOURSELF UP FOR SUCCESS: PREPARATION

- **Research** the industry, company's products and service lines and take notes!
- **Read the job description** – where does your skillset align? Do you meet the minimum qualifications?
- **Research your interviewer** – company's website and LinkedIn
- **Research company culture and salary ranges** – Glassdoor, Indeed and LinkedIn (ask recruiter before in person interview)



SET YOURSELF UP FOR SUCCESS: PRACTICE

- **Think** about possible interview questions and your answers – write these down to cement them in your memory if needed
- **Practice** your answers aloud or try mock interviews
- **Request feedback** from professors, mentors, and career center staff on your eye contact and verbal communication
- **Prepare questions** about the company and next steps



DAY OF THE INTERVIEW

- **Directions:** check traffic at the time of your interview, ensure you know your route
- **Handshake:** firm, brief, good eye contact
- **Dress:** Err on the side of formality, but research company culture and ask your recruiter! Be comfortable. Don't wear a garment for the first time to an interview.
- **Timing:** Arrive no earlier than 10 minutes early
- **Bring:** a notebook, pen, 3 copies of your resume
- **Collect:** business cards of people you meet

“DON'TS” OF INTERVIEWING

- **Don't** be overly casual in conversation
- **Don't** assume that a female interviewer is "Mrs." or "Miss." Address her as "Ms."
- **Don't** feel obligated to discuss marital or pregnancy status, religion, politics (unless you are interviewing with a religious or political organization).
- **Don't** follow up with your recruiter or hiring manager more than 1-2 times after an interview
- **Don't** not ask questions!
- **Don't** make negative comments about past employers or experiences
- **Don't** falsify credentials or fluff your experience or language proficiency
- **Don't** expect an interviewer to be your career advisor – it is their job to find the best candidate for their position, not the best job for you

CLOSING AN INTERVIEW AND FOLLOW UP

- **Questions:** ask about next steps, timeframe to hire, benefits packages, culture, or anything else that was unclear
- **Send:** “Thank You” emails the same day, ideally to all who interviewed you (you have those business cards, right?).
- **Follow up:** ask your recruiter or the hiring manager for an update 1 week after the interview unless they provide an alternative timeframe

