PREPARING FOR YOUR INTERVIEW

STEP 1
RESEARCH THE COMPANY  Google | LinkedIn | Twitter | Facebook | Instagram
✓ Name, age, location, and number of plants, offices, and stores, parent company, headquarters
✓ Type of products or services
✓ Growth history, anticipated growth (current size within industry)
✓ Company culture, mission, values
✓ Current challenges/ news events
✓ Visit social media accounts and ‘follow’ the company
✓ Get to know the industry and competitors
✓ Share details about the things you find admirable about the company, mission or culture

RESEARCH THE INTERVIEWER  Glassdoor | LinkedIn
✓ Learn background, career path
✓ What is his/her interview style
✓ Do you have anything in common with them (college-university-professional orgs)

STEP 2
PRACTICE INTERVIEW QUESTIONS
✓ Tell me about yourself
✓ Why are you interested in this position
✓ What do you know about our company
✓ What are your strengths/weaknesses
✓ Why are you the best candidate for this job
✓ Why are you looking for a new opportunity right now
✓ Describe your current and most recent job role

QUESTIONS TO ASK INTERVIEWER
✓ What does success look like at this company?
✓ What is your favorite part about working for the company? Opinion on culture?
✓ Are there opportunities for professional development? If so, what do those look like?
✓ What characteristics do you look for in employees in order to represent the company values?
✓ Most challenging aspect of this job?
✓ Who will I be working most closely with?

STEP 3
PUT TOGETHER YOUR INTERVIEW OUTFIT
✓ Look professional and polished; business professional, business casual, smart casual
✓ Interview suits should be simple and dark in color
✓ WOMEN: black slacks, or a knee-length skirt, with classic pumps
✓ MEN: crisp white button-down and a sleek, solid tie
✓ NO: Flashy colors, perfume, headphones/earbuds, too much makeup, out-dated clothing, excessive accessories

TRIAL RUN TO ADDRESS
✓ A few days prior to interview day, travel to the interview location at the same time of day as your interview to gauge traffic and drive time
✓ Allow time for weather, parking, construction, facility security. Obtain parking instructions from company

STEP 4
INTERVIEW DAY
✓ Dress appropriately, arrive 10-mins early
✓ Greet receptionist with a smile, be polite and professional to EVERYONE
✓ Silence phone and don’t answer phone will waiting
✓ Bring copies of resume and print-out of job
✓ HAVE A STRONG HANDSHAKE
✓ Ask for business card
✓ FOLLOW-UP A FEW DAYS AFTER YOUR INTERVIEW