

Interview Tips

Today, many companies conduct initial phone interviews to help determine the best qualified candidates for job opportunities. Given this, it is important to make a great impression that leads you to an in-person interview and one step closer to landing the job.

The following are some tips for what you want to do and what you want to avoid during interviews conducted via phone or in person:

Phone Interview - Do's

- Prepare for the interview by compiling a list of your strengths and weaknesses, accomplishments and answers to typical questions.
- Have your resume in front of you to refer to when speaking about your work experience.
- Have a pen and paper available to take notes.
- Be in a quiet place alone—turn off the radio, television and any other background noise that might be distracting.
- Take a moment to think about the question, and, then, respond speaking slowly and clearly.
- Smile during the phone interview to project a positive tone in your voice and your image.
- Send a thank-you note after the phone interview to reiterate your interest in the position.

Phone Interview - Don'ts

- Smoke, eat or chew gum or candy during the interview.
- Ramble—make sure that your answers are direct and to the point.
- Interrupt the interviewer when he or she is speaking.
- Provide too much information—keep your answers short and to the point; however, make sure to fully answer the questions.
- Bad-mouth former employers.

In-person Interview - Do's

- Prepare for the interview by researching the company and the people with whom you will be meeting.
- Practice responding to typical interview questions and relating your answers to the company.
- Be familiar with the job description, and focus on the competencies of the job when answering questions.
- Dress appropriately for the job—when in doubt, wear a suit.

- Bring several copies of your resume with you to the interview.
- Arrive 15 minutes early to become relaxed and complete any forms, if necessary.
- Know where you are going ahead of time and consider doing a test run.
- Stay calm and take a few moments to think about the question before responding.
- Ask for clarification if you are not sure what is being asked.
- Send a thank-you note to each person with whom you have interviewed to reiterate your interest in the position.

In-person Interview - Don'ts

- Provide too much information—keep your answers short and to the point; however, make sure to fully answer the questions.
- Bad-mouth previous employers.

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