

## Episode 5 & 6 – Interviewing

- Interviews are not the opportunity to "wing it;" preparation is key.
- Be careful with text and other remote interviews to make sure they are legitimate and not a scam or effort to learn personal information.
- Prepare a compelling "tell me about yourself" response and know that this is not about your biography. Why are you a good fit for *this* job?
- Review the job posting and other relevant materials so that you can identify keywords and start to think about the questions you may be asked. Pinpoint your best examples of when you demonstrated success around the keywords and qualifications of the job; prepare your Context-Challenge-Action-Result (CCAR) stories.
- Be prepared for questions about failures or weaknesses; "sandwich" the negative between two positives.
- Develop 3-5 questions for your interviewers; questions should show your interest in the job and meeting the employer's needs, not what you want.
- Research the organization—even if you already work there! Check out the organization's strategic plan, media coverage, and similar information.
- Your interview starts when you enter the parking lot; be nice to and smile at everyone you see. Stay off your phone from the moment you leave your car and turn it off.
- Dress professionally, even if the work environment is casual; respect the process. If you already work in the organization, step your dress up a notch (or two) from daily attire.
- If you are interviewing online, practice the technology ahead of time and don't forget to check your lighting and clean up what's behind you if the interview has video.
- At the conclusion of the interview, thank your interviewers and make a closing statement: "I am very interested in this position, what is the next step?"
- Send thank you notes within 24 hours; also assess your performance and identify areas of improvement for future interviews.