



Interview Guidelines

Virtual and In-person Interview Essentials

- Find a place that is quiet and without distractions if you are taking a virtual meeting
- Have something to take notes.
- Pre-write some questions/comments for the interviewer about the position and/or the company
- Be on time or a few minutes early. Make sure you can get into the virtual meeting (update your apps).
- Smile when speaking.
- Remember to breathe.
- Have some open dates available should he/she want to schedule an in-person discussion while on the call.
- Make sure to get the person's contact information so you can follow up with a thank you e-mail.
- Research the organization.
- Prepare questions to ask the interviewer.
- Know your elevator speech about yourself, and practice answering basic questions.
- Make sure you know where you are going. Know the location and leave plenty of time to commute.
- Dress appropriately.
- Plan to arrive at least 15 minutes early.
- Be prepared, and most of all be yourself.