

# DO YOU HAVE QUESTIONS ABOUT JOB INTERVIEWS? WE HAVE ALL THE ANSWERS!

## WHAT IS A JOB INTERVIEW?

The goal of an interview is to determine who you are as a candidate - beyond what your cover letter and resume already shows. A job interview is an opportunity to showcase your skills, attitude, and everything else that makes you a perfect fit for the job.

This Toolkit is designed to guide you through the entire process, from preparation all the way to the follow-up.

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Preparing for the Interview

During the Interview

After the Interview

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## HOW DO I PREPARE FOR A JOB INTERVIEW? (1/2)

- 1 **Research the Company:** Before your interview, learn more about the business by browsing its website, particularly the mission statement, which can help you create more targeted responses.
- 2 **Practice Interview Questions:** Most Interviews ask a set of common questions, so it's a smart idea to practice your answers ahead of time. Questions you will likely be asked include "Tell me about yourself," and "Why are you interested in this position?" To browse the most common interview questions with tips on how to answer, click [here](#).
- 3 **Reread the Job Description:** Get familiar with the job description so you can pull specific skills from it and think about examples from your previous experience that align with these requirements.

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## HOW DO I PREPARE FOR A JOB INTERVIEW? (2/2)

- ④ **Specific examples of your work:** It's important to have multiple examples at the ready. It could be a physical example, like a portfolio, or a description, like a scenario in which you showed leadership.
- ⑤ **Think of smart questions:** The end of an interview concludes with an opportunity for you to ask questions. Having questions prepared, [like these](#), show the interviewer that you are serious about the position.
- ⑥ **Smart Attire:** If you're unsure of what the company's dress code is like, it's better to air on the side of caution, and dress more professionally.
- ⑦ **Salary Expectations:** Be prepared to discuss your salary. If you're unsure what is appropriate to ask for, visit [Indeed's Salary Calculator!](#)

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## WHAT ARE TIPS TO KEEP IN MIND DURING THE INTERVIEW? (1/2)

- 1 **Arrive early!** While job interviews can occur both online or in-person, it's critical to make a great first impression by arriving (or logging on!) ahead of schedule.
- 2 **Practice good manners and strong body language.** Sit tall, with your shoulders back. Take a few deep breaths before the interview to calm your mind before you start. If you're feeling anxious, the interviewer will be able to tell. Be strong and confident and the interviewer will feel it too!
- 3 You can read everything you need to know about [job interview etiquette on Indeed.](#)

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## WHAT ARE TIPS TO KEEP IN MIND DURING THE INTERVIEW? (2/2)

- ④ Tie your answers back to your skills and accomplishments, by providing examples or results that show your great work.
- ⑤ Stay concise and focused with your answers. Practicing beforehand really allows you to give clear answers, without rambling!
- ⑥ **POSITIVITY!** Never speak ill of your past employers. Delivering positive answers shows you can show how you overcame past challenges.

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## WHAT DO I DO AFTER THE INTERVIEW?

- 1 **Ask about next steps**, by inquiring with the interviewer about what you should expect next. This allows you to be reminded of the timeline for the results from the interview or any references/additional assignments that may be required.
- 2 **Send a thank you!** After the Interview, It never hurts to follow-up with your Interviewer and send them a thank you email. Be sure to include specifics from your conversation to show your interest.

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