

# ACE THE INTERVIEW PROCESS: TIPS FROM TOP RECRUITERS



*Every job seeker brings their own unique talents and experiences to the table. Interviews are your time to highlight your skills and discover the perfect career match. It's all about maximizing your potential and demonstrating exactly why you're a good fit for the role. As soon as you lock down that first interview, it's time to prepare.*

## ► PREPARING FOR INTERVIEWING

### Research, Research, Research

Your number one priority is to research as much as you can ahead of interviews. Trust us—it's the biggest difference between good and great interviews. If you can lay down a solid foundation during preparation, everything else will fall into place for the rest of the journey.



## ► Recommended Research Options



### Start with the company's website

*Explore the company's website. Check out their mission statement, what services/products they provide, their history, and latest news.*



### Dig a little deeper

*Research beyond the website. Spend time on the company's social media pages and anywhere they might have reviews (like Google and Glassdoor).*



### Figure out what the employer cares about

*As you dig in, observe what the company is sharing across their channels. You will be able to pick up pretty quickly what's important to them.*



### Don't forget the interviewer(s)

*After you do this for the company, focus on the interviewer(s). It will help you to personalize the conversation and highlight your experiences that they will care about the most.*

## Formulate Interview Questions and Talking Points

➤ Now that you're equipped with the power of knowledge, grab a notebook or open up a document on your computer. It's time to make your interview game plan.



### Pre-Interview Prep Checklist

- ☐ Based on your research, come up with both company-specific and role-specific questions.
- ☐ Have a few stories ready from your past work experiences that could be adapted as needed. Weave these real-life examples into your answers as often as possible.
- ☐ Prepare for the type of interview you're attending. Virtual interviews require a quiet, uncluttered space. For in-person interviews, map out your route to make sure you're on time.
- ☐ Don't forget "housekeeping" questions (What's the timeline for this hiring process? What are the next steps?).

## ➤ AFTER THE INTERVIEW

### Three Steps to Take After the Final Interview

### ➤ It's All in the Follow Up

After you wrap up the interviews, allow yourself to breathe a sigh of relief—but you're not quite done yet. Remember this is a journey and we want you to be empowered to follow through to the very end. These are your final chances to make a lasting impression.

1

#### **Be Thankful.**

Reach out to all of your interviewers and thank them. Do it within 24 hours of interviews.

2

#### **Connect.**

We're living in a social world. Find the interviewers on LinkedIn and send them an invitation to connect.

3

#### **Follow Their Lead.**

Your interviewers should have been clear about next steps and timing. Follow up if it's past the time you were supposed to hear from them.

## OUR FAVORITE RESOURCES



[Answering Behavioral Interview Questions](#)



[How To Stop Rambling in Interviews](#)



[15 Insightful Questions to Ask Hiring Managers](#)



[How to Write a Thank You Email After an Interview](#)