

Interview Prep Guide

Everything you need to know to ace your next interview



Do Your Research

Learn About the Company

Go to the website of the company you are applying for and research things like their mission statement, what kind of work does the team do, who their clients are, etc.

Study the Job Description

Consider the following when reading the job description:

- Recognize key skills and phrases
- Prepare specific examples and successes that align with the job description
- Identify possible objections due to a lack of experience and prepare a response
- Determine how you can leverage your transferrable skills

Get to Know Your Interviewers Beforehand

If you know your interviewer's name, head over to LinkedIn and learn what you can about the person. Send them a connection invite, and don't forget to add a personalized note.

Example:

"Hi [Name], I'm excited about the opportunity to interview with you for the [job title] role. Talk to you soon!"



Prepare & Practice



Leverage the STAR Method

Research the [STAR method](#) to answer interview questions and prepare specific examples based on your experience. This is the secret formula to ensuring your answers are direct without being too wordy.

Practice Common Interview Questions

Here's an [article](#) about common interview questions and how you can best prepare for them. Some of these questions might include:

- "[Tell me about yourself?](#)"
- "[What are your biggest strengths/weaknesses?](#)"

Learn More About Yourself

Personality assessments are a great way to learn more about your soft skills. Your CareerCircle Profile has two personality assessments for you to try for free if you're not sure where to start. Each takes about 1 – 2 minutes, and you'll get instant results!

Click [here](#) to access the Big 5 Personality Assessment & Career Assessment under your Dashboard's "Education, Certifications, and Assessments" section.

Interview Etiquette

Dress to Impress

Go full-on professional when you dress your best from head to toe! This will allow you to be presentable on camera or in person. And feel your best, even if it's a phone interview. Here's an [article](#) to give you some interview fashion inspiration.

Excel in Virtual Settings

For virtual interviews try to find a quiet spot to limit distractions or disruptions. Make sure your Wi-Fi reception is stable, and keep your laptop plugged in for power. Test run the meeting platform (Zoom, Teams, Google, etc.) in advance with a friend or family to ensure the login and platform works.

Show Some Personality

Take a few breaths before you go into your interview, and let your personality shine! Don't hold yourself back and always remember to smile.





Things to Avoid

Going Off Topic

Mentioning personal hobbies can be okay as long as those hobbies require skills that are applicable to the role. Always keep the conversation professional, yet conversational.

Pretend You Know Everything

Be honest! Ask for clarification if you don't know the answer to a question. If you're still stumped, write it down so you can address the question in your follow-up email.

Not Asking Any Questions

An interview goes two ways. Always have 3 - 5 questions ready at the end of the interview. Here's an [article](#) if you need some examples otherwise here are a few we recommend asking:

- How is performance measured or appraised for this role?
- What does the onboarding/training for the position consist of?
- If selected, what are the next steps in the interviewing process?
- Is there anything about my resume or interview you may have concerns about that I can address?

Pro Tip: The last question allows you to address any concerns directly and help course-correct any miscommunication!

Don't Forget to Follow Up

Always Say Thank You

Write down the names of the interviewers before your interview ends. Make sure you have the correct contact information so you can send them an thank you email.

Highlight What You Talked About

Make sure your thank you email is also reminding the interviewers why you're the right fit for the role. If something stood out to them in the interview, mention it again in your follow-up. Check out this [article](#) for more guidance.



Additional Resources

[CareerCircle Interview Prep Tool](#)

[CareerCircle Blog](#)

[CareerCircle LinkedIn Page](#)

