

Professional Development

Interviewing | Showcasing your Best Self



Feeling Anxious about your Upcoming Interview? We've got you covered!

It might not come as a surprise that a national survey conducted by Everest College found that [92% of U.S. Adults](#) fear some aspect of job interviewing. It's entirely normal to feel nervous when interviewing with a prospective employer. To help you prepare for any upcoming interviews we've compiled resources to help you better prepare. This will allow you to focus on showcasing what's really important – your qualifications and personality!

Virtual Interviewing – What's Changed?

Due to our new normal, there's a high likelihood you'll be virtually interviewing throughout all stages of the process. The virtual interviewing format comes with a few changes that everyone should consider. Here are some helpful resources to prepare for virtual interviewing:

- Indeed.com outlines in this [article](#) a list of tips that go into a successful virtual interview. This ranges from your interview setup, eliminating distractions, and how to handle any technology hiccups.
- Forbes recently interviewed Kevin Parker, CEO of HireVue, the largest provider of virtual interview technology. In this [article](#), Kevin highlights the common pitfalls candidates make when virtually interviewing.
- If you want to practice a mock interview, there's plenty of great resources available online to do so. If you need a starting point here is a list [available software](#) available if you're looking to practice.

Preparing, Executing, and Post Interview Tips

Pre-Interview

- Prior the interview, make sure to **research the organization and job responsibilities**. The expectation isn't that you need know everything. However, having a general understanding of the industry and their business model will help you better prepare.
- It's recommended that you **develop a brief "elevator pitch"** to highlight your career profession and accomplishments. Ultimately tying these experiences is a great way to demonstrate your interest and qualifications for the role. You can find examples of elevator pitches [here](#).
- **Understand the interview format**. Ask yourself is the interview behavioral, technical, case based, etc.? If you need clarification, it's encouraged that you reach out and ask. This will help save time and feel more comfortable heading into these conversations.

Interviewing

- Even if your interview is virtual, it's important to **dress for the occasion**. Come prepared to dress appropriately for the interview. Don't hesitate to ask the company what the appropriate dress attire for an interview is as each company culture is different.
- When **behaviorally interviewing**, we recommend utilizing the **S.T.A.R. method**. It's a great technique to concisely and adequately answer questions. If you need a refresher on this method, you can find a helpful video explaining it [here](#).
- Remember an interview is a **two-way conversation** so make sure you're assessing if the organization is a good fit for you both personally and professionally. Come prepared to ask meaningful questions throughout all stages.

Post Interview

- Send a **thank you note** with those you interviewed with! Make sure to thank them for their time or if you have a follow up question for an employer you met, this is a great way to stay engaged. You can find templates for crafting your message [here](#).
- Are you still **waiting on feedback** from your interview? Common practice is to wait at least five business days before following up on your candidacy status. Indeed.com put together a [comprehensive list](#) of how to appropriately follow up with an employer.