**BEFORE THE INTERVIEW:**

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| **Conduct company research**        | • Two days before your interview begin conducting research on the company. Review the following materials:  
  - Corporate website to understand:  
    - What they do  
    - How they operate  
    - What direction they are headed in  
  - Company blog, updates & news  
  - Company social media profiles  
  - Company Glassdoor profile  
  - Network connections  
    - Search your network to see if anyone you know was or currently is employed at the company. Reach out to them to discuss their experience | • Knowledge is power! The more you know about the organization, the more prepared you will feel.  
  • Remember to take Glassdoor reviews with a grain of salt, and to read both positive and negative reviews.                                                                                   |
| **Research interview team**         | • If you were told who you were interviewing with research the interview team:  
  - Find and review their LinkedIn profiles to understand their employment history  
  - Check the corporate website to see if they have bios listed | • Understanding who will be interviewing you can help you frame your answers for each interviewer.                                                                                                         |
| **Prepare a question list**         | • Based on the research conducted, prepare a list of questions about:  
  - The company (mission, vision, culture, operations, history, leadership, selection process)  
  - The role (responsibilities, requirements, process, team dynamic, growth) | • Questions allow you to dig deeper into areas of the role or organization that are still unclear.  
  • Well thought-out questions hint to interviewers that you prepared and are interested in the role.                                                                                       |
| **Visualize your interview**        | • Visualize yourself in the interview, the types of questions the interviewer might ask, and how you would respond. Prepare answers to typical questions such as:  
  - Why are you interested in our company / this role?  
  - Tell me about your experience at this company.  
  - What is your biggest strength & weakness? | • Be sure to rehearse your response to the dreaded “Tell me about yourself…” prompt. This is a great opportunity to show your interviewer that you are self-aware and comfortable talking about your experience, passions and strengths. |
| **Dress for success**               | • Generally, for men a suit and tie is always safe choice with most companies unless directed it is a more casual environment. In the case of a casual environment err on the side of caution and go with a button down and slacks with tie or sports coat.  
  • For women, be mindful of neckline and hem length. Opt for a conservative, business appropriate dress, or pant suit that is nicely tailored. Keep accessories to a minimum. | • Pick out your outfit the night before to avoid any last minute emergencies.                                                                                                                              |
## ORS PARTNERS: INTERVIEW PREP

| Prepare your Interview Kit | 1. A portfolio or purse or suit case should work just fine.  
|                           |   o Include a note pad and pens to take down notes during the interview as needed.  
|                           |   o Include multiple copies of your resume (at least 1 for you and every person you are expected to interview with).  
|                           |   o Business cards if applicable  
|                           |   o Identification  
|                           |   o Include a list of references (name, company, email, phone number) you can easily jot down if asked.  
|                           |   o Emergency items  
|                           |     - Mints, Tide stain stick, Umbrella |
| Plan your route           | 1. Plan to arrive 10 minutes early to your interview, to account for traffic and give yourself a few minutes to get relaxed and focused for the interview.  
|                           | 2. If you are going to be late or cutting it close (hopefully not the case) let your recruiter know ASAP. |
| Get to bed early          | 1. If you are tired you may come off groggy or uninterested during the interview. Make sure to plan for a good night’s sleep. |

### Things not to do before an interview:

- Smoke
- Overuse perfume or cologne
- Try to avoid drinking coffee or dark soda that could stain if spilled. (Safe bet, stick with water).
- Don’t stress, the company wants to meet you for a reason. Also, remember it’s a dual evaluation, while they are interviewing and evaluating you, you are also evaluating them to see if it is the right fit for you.

## DURING THE INTERVIEW:

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<td>Make a good first impression</td>
<td>1. Start with a firm handshake and confidently introduce yourself</td>
<td>1. Smile!</td>
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<tr>
<td></td>
<td></td>
<td>2. Repeat the interviewer’s name and try to remember something distinctive about them – this is a memory trick to remembering names.</td>
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<tr>
<td>Be aware of your body language</td>
<td>1. Make eye contact and try not to fidget</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Be aware of your body posture, try not to slouch or be too rigid</td>
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| Respond to questions          | 1. Avoid one word answers. Elaborate on your answer by providing an example or explaining your thought process.  
|                               | 2. Be able to highlight your successes and your unique skills needed to accomplish them. |
|                               | 3. Do not just recite what is already on your resume. Tell your story (what is beyond on the paper). | |
### Formulize great questions

- Formulate well thought out questions based on your research in the days leading up to the interview:
  - What is the training process like?
  - How will my progress be monitored?
  - What are some of the attributes or habits of your successful team members?
  - What opportunities are there for career advancement and what is the criteria that is necessary to achieve it?
- Ask about the company’s goals, both short term and long term. This shows you are interested in the company, not just the job.

- Be careful not to bombard the interviewer with too many questions.

### Hold off on asking about salary & benefits information

- Do not bring up salary and benefits just yet. The Recruiter/ HR representative should know your target compensation range and that will be in the ballpark of position you are interviewing for. Further negotiation, if necessary, should happen later if the employer brings it up to you and a potential offer is coming to the table.

### Things to accomplish when wrapping up the interview:

- Thank the interviewer for taking his/her time to explain the opportunity and consider you for the position.
- Ask if there is any additional information he/she might need that you are able to provide or answer.
- Ask if the interviewer has any concerns about your resume or skill level.
- Restate your interest in the opportunity and ask about next steps in the interview process.
- If appropriate, ask for the interviewers’ business cards so you have their contact information.

### AFTER THE INTERVIEW:

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<td>Send a thank you note</td>
<td>If the interviewer provided you with their email, send a thank you email reiterating appreciation for their time, what you learned from meeting with them, why you are interested/ a good fit for the role, and that you look forward for feedback.</td>
<td>If you were not provided that information, ask your recruiter or HR representative to forward your note to the hiring manager/ interview team.</td>
</tr>
<tr>
<td>Find out next steps &amp; timelines</td>
<td>Ask the recruiter when and how (email or phone call) you should receive feedback on the interview and stick to that timeline.</td>
<td>If you are told it is within 48 hours. Give the recruiter 2 days before contacting for feedback.</td>
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