

Interview Tips

FOR YOUNG PROFESSIONALS

SUMMARY

Below are a collection of interview tips/techniques that are recommended when searching and applying for jobs. The tips come from Virginia Connor who is the Director of Talent Acquisition at Tia.

THE BASICS

- Dress the part/look professional
- Always have copies of resume, cover letter etc
- Be prepared to take notes
- Show up on time or ahead of time
- Research the company before the interview

THE SOCIAL MEDIA SIDE

- Update LinkedIn; new headshot, fill in all info that is listed on your resume
- Recruiters will look at social media, update/adjust profiles accordingly
- SOCIAL MEDIA IS FOREVER: Be smart when posting, even if accepted to a job

YOUR RESUME

- Tailor your resume to the role. Make sure it covers all key criteria in the job description.
- Be quantitative on your resume: "implemented a new process that saved \$X".
- Highlight examples of when you took initiative, implemented a new process, were in a leadership position etc.
- Include a line about hobbies and interests
- If applying for a startup, don't write a cover letter...no one reads them!!!

THE INTERVIEW

- Prep for every single interview. Do practice interviews with family, friends or in front of the mirror (seriously).
- Be concise/get to the point. Initial interviews are about 15-20 minutes so make your time count.
- Make sure to hit all key points in the job description.
- Prepare a few questions to show your interest/that you did your research.
- Show enthusiasm and a willingness to learn
- Be professional, but BE YOURSELF! People want to work with someone they like as a person
- You WILL be nervous. That is okay. Trust yourself and your work.

THE FOLLOW UP

- Make sure to follow up after the interview, don't wait to hear back from the recruiter.
- Follow up within 12 hours of interview. Thank them, mention you're excited about the position (mention the specific position as well, recruiters get a lot of emails).
- Always include your phone number in the email signature
- Stay in touch throughout the whole process. Just because you don't get a response doesn't mean they aren't interested.

WHAT TO DO IF YOU DON'T GET THE JOB

- Don't get discouraged, it happens to everyone.
- Be polite and express interest in future positions, if they like you they will remember you.
- Express interest in other roles you didn't apply to if applicable, show you did your homework and express why you'd be a good fit for the other roles.

WHAT TO DO IF YOU DO GET THE JOB

- CELEBRATE!!!