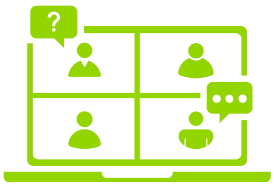
Interview Tips

Landing an interview for an opportunity is always exciting and making sure you are well prepared for the interview is key to your success. Everything from how to dress to what questions to ask- this guide will help you to prepare for your interview. At the end of this guide is a checklist to keep you organized as you prepare.

Getting all of the Details





As soon as the details of your Interview are shared, make sure to add it to your calendar. If the Interview is in person, you will need to ensure that you plan for time to travel, park, and find the location of the interview. If the interview is online, make sure that you have a device you can use to access the application that will be used (Google Meet, Zoom, Microsoft Teams, etc.). You should also ensure that you will have access to strong wifi wherever you will be taking the interview from. Troubleshooting any technical difficulties ahead of time will help ease some stress that can arise when interviewing online.

If you do not have access to proper technology to take an interview, there are a few resources that you can explore. At most public libraries, or the libraries on your college campus, you may be able to check-out a laptop to borrow during the interview. If you have a library card, San Antonio Public Library offers this services under a few conditions. Additionally, at most libraries, you can reserve a “Study Room” or “Meeting Room” which provides you with a quiet and private space to take your interview. At the Central Library in downtown San Antonio, for example, Study Rooms are available in the Latino Collection and Resource Center. Make sure to reserve your room in advance. Research your local library to learn more about what type of resources they offer.

Regardless of your circumstances, taking the time to proactively plan how you will access the interview will help ensure that you are on time to your interview, which is critical to making a good first impression on your interviewers.

Do Your Research

Just as you likely did a bit of research when you initially applied for the position, you should continue your research as you prepare for your interview.

Researching the organization will help you gain more context about the position. Interviewers are likely looking for candidates who know a bit about the organization, therefore it is vital that you know the basics about the organization. Explore the organization's website, their company mission and vision, and the About Us page, if available. In addition, you can explore the organization on LinkedIn, Glassdoor, and Indeed. These sites offer additional insights, reviews, and feedback from current/former employees. As you browse this information be sure to write down notes about aspects of the organization that stand out to you, or questions that you might still have about the organization.

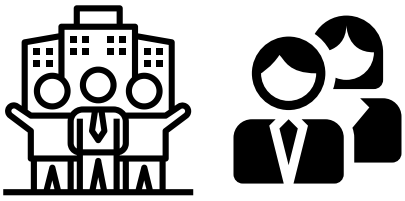
In the event that the names of the interviewees are shared ahead of time, it is a good idea to research those names on the organization's website. Knowing the titles and positions of the interviewers will help provide you with more context as you prepare for the interview. This information may also help you to know who to direct your questions to during the interview.

In addition to conducting organization research, you should also take time to review the job description in detail. It will be helpful to re-familiarize yourself with the requirements of the position, duties, and other relevant information to. It may be helpful to create a bullet point list of how your experience relates to the description of the position. Preparing this ahead of time will help you speak to your experience during the interview. See the example below.

Job Description	Your Experience
• **Must be able to diagnose and resolve issues with hardware, software, and networks.**	• **I have experience in troubleshooting issues with various softwares including...** • **I have experience in resolving issues related to __ software as well as network issues during my time with ___ (company).**

Dress for Success

When participating in an interview, it is important to present yourself in a professional manner. It can be challenging to know what is considered appropriate. If the job description lists the type of dress that is expected for the position, e.g. business casual or business professional, you should adhere to those guidelines during the interview as well. Review more resources related to this topic below.



- How To Dress for a Job Interview from Indeed
- What To Wear To An Interview from Forbes

If financial barriers are making it difficult secure attire for your interview, Dress for Success San Antonio provides a Suiting service to provide you with professional attire for the interview. Dress for Success has affiliate locations throughout the United States. Research your local area to find similar organizations. Ultimately, the most important thing is that you are dressed in a way that makes you feel comfortable, confident, and professional.

Answering and Asking Questions

The bulk of the interview will likely be spent on the interviewers asking you questions about yourself, your experience, and your skills as they relate to the position. Some questions will be specific to the position, while other questions will likely be commonly answered questions. See examples below.

- 10 Common Job Interview Questions from the Harvard Business Review
- Common Interview Questions from Indeed
- Common Interview Questions from CareerOneStop

If you are struggling to think through potential interview questions, consider using the STAR strategy to plan out your answers to each question. It can be helpful to write down your responses in the STAR format as well. You could also ask a friend or family member to help you rehearse your answer to commonly asked questions to help ease your nerves and practice responding in a cohesive and confident manner.

In addition to being prepared to answer the interviewers questions, it is also crucial that you prepare questions of your own to ask during the interview. This is your opportunity to fill in any gaps you may have regarding your knowledge of the position and company. You can also use this time to ask clarifying questions about the hiring process if needed. Just as the interviewer is screening you as a potential candidate, you should use the interview to assess whether the position and organization is a good fit for you.

Some potential questions to ask your interviewer(s) include:

- How would you describe the company/organization culture?
- What kind of professional development opportunities does the organization offer?
- How do you define and measure success for this role?
- Can you tell me about the team I would be working with?
- What are the next steps in the hiring process?



After the Interview

When the interview wraps up, be sure to thank the interviewer(s) for their time and the opportunity to interview. Following the interview, the organization may request additional information from you, such as professional references. Be sure to respond to these inquiries as soon as possible. When providing references, ensure that you also notify those references so they know to expect a phone call or email from the organization. It is also recommended that you send a thank-you email the interviewers or your contact at the organization. This could also be an opportunity to reinforce your interest in the position.

Lastly, remember that the hiring process takes time. Depending on how many rounds of interviews there are, the hiring process and vary anywhere from a few weeks to a couple of months. If you have not heard back within the provided time frame, it is acceptable to inquire with your point of contact.

Preparing for a job interview can be stressful, but the more you put into preparing for the interview, the more ready and confident you will feel. Use the checklist on the last page of this guide to make sure you are fully prepped for your interview.

Interview Prep Checklist

- [ ] Confirm date, time, and location of your interview. Add to your calendar.
- [ ] Research the company/organization you are applying to.
- [ ] Review the job description and make a bullet point list of how your experience relates to postion.
- [ ] Research the Interviewer(s) if names are provided ahead of time.
- [ ] Prepare for potential questions the interviewer(s) might ask.
- [ ] Prepare your own questions for the interviewer(s).
- [ ] Choose your interview attire.
- [ ] Prepare physical copies of your resume if the interview is in person.
- [ ] If the interview is online, make sure you have access to a location with stable wifi and access to any any apps needed (Zoom, Google Meet, etc.).
- [ ] If the interview is in person make sure to plan your transportation and route, ensuring you have enough time to park and find the interview location.