

AVS CONSULTING STRATEGIES

Preparing for An Interview

TIPS FOR A SUCCESSFUL CONVERSATION.



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PREPARING FOR AN INTERVIEW



There is just something terrifying about an interview. Whether it be for college entrance, your first professional position, or your quest for a new career, the fact is, it is always a bit nerve wracking to interview. The question is, how can you get over your anxiety? Simple, you prepare!

You can prepare by doing research, practicing, and having an interview day plan. Another way that you can stand out in an interview is to ask questions. We have put together a list of suggestions that will help you on your interview journey.

1

RESEARCH

Whether you are looking into colleges, or companies, research is essential. You want to be able to pull questions that you have from your research. Take a look at the organization's social media presence and website. The information will give you a glimpse into the structure and values within the organization which will provide you with content for your questions.

2

PRACTICE

While an interview is stressful, there are actions that you can perform to prepare you. Go over commonly asked questions and figure out how you would answer. Record yourself interviewing. Check out your body language when you play back the footage. Ask a friend to do a mock interview. Identify ways that you can improve so that you are confident when walking into your interview.

3

HAVE A PLAN

Get to the interview early. Give yourself time to park and get to the location. Be sure to have a copy of your resume. Have a notebook and pen to write questions as the interview takes place. Be dressed to impress!



INTERVIEW QUESTIONS TO ASK

- | | |
|--|--|
| <input type="checkbox"/> What does a typical day look like in this position? | <input type="checkbox"/> What skills do you think are the most important for a person to be successful in this role? |
| <input type="checkbox"/> What are the management styles used in this company? | <input type="checkbox"/> Is there any reason that gives you pause about my ability to do this job? |
| <input type="checkbox"/> What is your favorite part about working here? | <input type="checkbox"/> What would be the most important thing that I would do in the first 90 days? |
| <input type="checkbox"/> What are some challenges that come with this role? | <input type="checkbox"/> Who would I be reporting to? |
| <input type="checkbox"/> What would my first week look like? | <input type="checkbox"/> What challenges has the company faced in recent years? |
| <input type="checkbox"/> How often do employees make themselves available outside of office hours? | <input type="checkbox"/> How would you describe company culture? |
| <input type="checkbox"/> What is the next step in the interviewing process? | <input type="checkbox"/> Would I need to travel for this position? |

These are just a few questions that you can choose from. Remember, the interview is a conversation. Additionally, the organization needs this position filled. If you are a student, you can modify versions of these questions to address the campus and curriculum. An interview can be a less stressful event if you take the proper steps for a smooth process!

