

# Best practices and preparation tips for job interviews

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## Introduction

# Three topics

- Researching the Firm
- Strategies and resources to prepare
- Tips on selling yourself as an asset

# I. Research the firm or company

Start with the company's website

- Learn the history
- Who founded and when
- The original concept or idea and current mission statement



Be prepared to speak about and appear interested while doing so

01

Be familiar with the job requirements both educational, skill, and experience

02

Know median pay and benefits that may come with the role or position

03

Review sites like Glassdoor.com and LinkedIn.com. Both offer employee reviews based, average salary, and company ratings for benefits, work/life balance, and CEO

Review the job description

## II. Preparation Process



## II. Preparation for Q & A Session



Search for interview questionnaire on the web



Narrow the search to position specific and include behavioral-based questions in your search.



Practice answering the questions



Think of scenarios that show off your experience and review answers for examples when unsure



Role play with a friend or family member or try recording yourself

# Preparation Resources

- LinkedIn.com offers opportunities to network with actual employees, gives another way to research companies, and offers articles and videos on interview tips
- [www.linkedin.com/pulse/how-sell-your-shortcomings-other-tips-job-seekers-andrew-seaman/](https://www.linkedin.com/pulse/how-sell-your-shortcomings-other-tips-job-seekers-andrew-seaman/)
- How to Prepare for an Interview|Salary.com offers sound advice on preparing for an interview and Salary.com offers resources to research job and pay descriptions
- [www.salary.com/articles/how-to-prepare-for-an-interview/](https://www.salary.com/articles/how-to-prepare-for-an-interview/)
- YouTube.com is a great resource for watching videos of common struggles and best practices
- Another great resource is “Get that job: Interviews: how to keep your head and get your ideal job” offers insights for several types of interview types from panel, situational, technical, telephone and many others

III. How do  
companies  
see you?





### III. Selling yourself as an asset

” Talk about your accomplishments

👍 Have a positive attitude upon introduction

💬 Thank them for meeting with you – Be gracious

🚩 Good attitude proves that you can fit on the team

？ Your resume should highlight your best and mirror what you say

💬 Offer to provide letters of recommendation or reference letters

# How do you engage with others?



Speak to how you interact with others



Give situational accounts of times with co-workers, family, and friends in times that are relevant to the questions



Share how you spend your down time in a way that let's the employer know you are stable, friendly, and responsible

# Summary



Research the company or firm and be able to speak knowledgably



Practice going over questions and answers relevant to the position



Prepare to give personal insight into who you are and how you fit in the company



Make use of the resources available and you will successfully complete the interview process

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