



Interview Tips

- Do research on the company and come with a list of intelligent questions about the role and the company.
- Be sure you have exact directions and parking information for the company and arrive early to the interview.
- Answer the questions directly with project based answers.
- If you do not have the experience, then do not try and talk around the question. Be direct and let them know you do not have the experience, but that you are willing to take the time (even personal time) to learn.
- Be kind and considerate to the person scheduling the interviews; this person typically has a lot of influence (executive assistant to hiring manager)
- Ask for the job.
- Make sure you ask how success is defined in the role.
- Ask, “Are there any concerns you have about me performing in this role?” This gives you an opportunity to overcome any potential objections they have about your experience or lack thereof.
- Ask what the next step is in the interview process so you know their process and timeframe.