

INTERVIEW PREPARATION

Application Process

Prior to Applying

- Before you apply to a position, make sure that you have the following.
 - Well Written Resume (grammatically correct)
 - Professional LinkedIn Profile
 - Corresponding Dates from Resume
 - Professional Headshot

After you Apply

- Follow up with the hiring manager referenced in the application process, via email as well as LinkedIn. If there isn't a specific person referenced, look up the company on LinkedIn, and connect with employees in charge of HR.

Prior to the Interview

Be Prepared

- Print out three copies of the resume and one copy of the job description.
- Go through the job description provided along with your resume and ask the following questions: Review the job description provided and identify the responsibilities listed that you have hands-on experience with.
- Specify the when, how often, what volume, utilizing what software/platform for each task. Be prepared to offer examples.
 - Have I previously done this responsibility?
 - When & where? What position(s)?
 - What volume or in what capacity?
- I recommend writing your answers down to practice verbally articulating the specific examples.

Be Proactive

- Be diligent in your research and take notes of unique or intriguing facts about the firm, position, or interview facilitator.
- Prepare three unique and original questions based on the position, direction of the company, and/or the company culture to ask the interview facilitator.
- When you are well prepared with research and well thought out questions, it shows that you are interested in this position specifically.
- Write them down on your professional notepad/portfolio as a reminder to ask them during the interview.

During the Interview

First Impressions

- Bring three copies of your resume (as you never know who you may meet), a copy of the job description, a professional notepad or portfolio and a working pen to take notes during the interview.
- Plan on arriving 10 minutes prior to the interview. Give yourself extra drive time for unforeseeable traffic and to find a place to park.
- Be aware of fragrances to be respectful of others; refrain from perfume, or scented lotions.
- Dress professionally. They wear formal office attire, not casual, so be sure and dress to impress (suit or nice slacks/professional dress with a blazer). I recommend pulling your hair away from your face and stay away from distracting jewelry.

Money Talk

- If they ask about money, address this question by letting them know your compensation expectations but also put the highlight on the opportunity.
 - “Currently I am exploring opportunities that start at \$15/hour, however what is most important to me is gaining the hands on experience with ____ industry.

Ask for the Job

Show enthusiasm and let them know that you are interested.

Show them you are eager about the firm, the position and becoming an asset to their team.

After the Interview:

- Follow Up with the Interview Facilitator(s)
 - Send a well written original email immediately after the interview- Same Day!
 - Get a neat handwritten note thanking them for their time in the mail the same day as well!
 - Check back in 3-5 business days following the interview.

Thank you for your time! Please add me to your professional network today!

<https://www.linkedin.com/in/jordanharton/>