



*hireintegrated*

# 50 Interview Tips

SMALL GESTURES THAT OPEN BIG DOORS

**1**

## **SMILE**

Don't let your nerves get in the way of showing off your pearly whites.

**2**

## **NAMES**

Remembering your interviewers name will create an instant connection.

**3**

## **SNAIL MAIL**

Sending a thank you card/message is an easy and simple way to stand out.

**4**

## **NOTES**

You can represent yourself as a prepared candidate when you refer to your notes during an interview.

**5**

## **PDF**

Always upload your resume in a PDF format. Word version resumes often times get distorted.

**6**

## **BE KIND TO YOURSELF**

Searching for a job is tough. Find ways to take care of yourself and surround yourself with encouragement.

**7**

## **ASK QUESTIONS**

It shows that you are curious and care about learning more about the company.

**8**

## **PRACTICE**

It may sound silly, but interview yourself in the mirror.

**9**

## **PREPARE**

Do your homework and visit the company's website + social media platforms.

**10**

## **1ST IMPRESSIONS**

First impressions start before the actual interview, make sure to use a professional and polished email address.

**11**

## **OUTFIT**

Pick it out ahead of time and even if the company is causal, dress to impress. You can't go wrong with a black blazer.

**12**

## **BE ON TIME**

Being on time actually means being 15 minutes early. Don't arrive more than 15 minutes early or 1 minute late.

**13**

## **GUM**

Don't do it even if you're a pro at hiding it.

**14**

## **LANGUAGE**

Use appropriate language. Period.

**15**

## **DIFFICULT QUESTIONS**

If you get stumped on an interview question, say, "That's an excellent question, can we come back to that later so I have a moment to think about it?"

**16**

## **COMMON QUESTIONS**

All you have to do is google "common interview questions" to find the same 20 circulating the web. Practice answers ahead of time.

**17**

## **SOCIAL MEDIA**

Make sure what appears public and findable on your social media presence is what you want your future hiring manager to know about you.

**18**

## **CONFIDENCE**

Imagine yourself succeeding and you are half way there.

**19**

## **PHYSICAL PREPARATION**

Use power poses and relaxation exercises to curb anxiety.

**20**

## **CONNECTION**

Aim to connect with interviewers, not to impress them.

**21**

## **REFERENCES**

Prepare a list of references. Having a prepared list can help you move forward in the hiring process.

**22**

## **PREVIOUS SUCCESS**

Be prepared with examples of your work. This can include physical copies or an explanation of projects you helped oversee.

**23**

## **RELATE**

Tie your answers to questions, back to your skills and accomplishments.

**24**

## **WHY YOU?**

Develop a compelling story. Clarify your "selling points" and the reasons you want the job. What makes you the best candidate for the position

**25**

## **SPECIFICITY**

Tailor your story to the job. Which stories are relevant to this job interview?

WE'RE SOCIAL:



**26**

## **DON'T GET OVERWHELMED**

In small doses, stress can be beneficial, helping you perform under pressure. However, if constant, it can impair the way you communicate.

**27**

## **ANSWERS**

Prepare good interview answers. Review your research, make a list of key attributes, create answers.

**28**

## **EQ**

The successful candidate is often the one with the best "people skills". In other words, the one with highest emotional intelligence.

**29**

## **LISTEN**

If you listen during the interview and look for commonalities, it shows your focus and attention.

**30**

## **HOW TO START?**

Lead with your interests and passions. How you introduce yourself and talk about yourself in the interview matters.

**31**

## **COMMON GROUND**

Find common ground. Where you are meeting, your surroundings, and the purpose of your connection are all reference points.

**32**

## **PREP YOUR BODY**

Give your body the right fuel. Skip the coffee and reach for an apple and some gum instead.

**33**

## **REFLECTION**

Get your head in the right place. When you know your story inside and out, it's much easier to apply examples to just about any interview question.

**34**

## **BUILD A BASE**

Connect before diving in. Build a rapport first. Then move into the interview.

**35**

## **STICK OUT**

Find a way to stick out above other interviewees but stand out for the right reasons.



**36**

## **BE A COPYCAT**

People respond better to individuals they feel they are in "sync" with. Mirror your interviewer's nonverbal gestures and body language.

**37**

## **NUMBERS**

Using numbers, percentages, increases and quotas when talking about your responsibilities and accomplishments really sweeten the deal.

**38**

## **NETWORKING**

It's easy to get inside if you already have someone on the inside helping you out! Bring up that connection in the interview.

**39**

## **DEAD AIR**

Come up with a go-to phrase that'll help you avoid dead air when you need time to stall and gather your thoughts.

**40**

## **DEFENSE**

Put yourself in the interviewer's shoes and ask yourself why they might not hire you, and prepare your defense.

**41**

## **ELEVATOR PITCH**

Score a success fast. Interviewers make up their minds about candidates in the first 5 minutes of the interview. What can you do in 5 minutes?

**42**

## **SAME TEAM**

Get on the same side as the interviewer. Your job is to transform this "tug of war" into a relationship.

**43**

## **YOUR MISSION**

Be assertive and take responsibility for the interview. Don't make the mistake of sitting there waiting for the interviewer to ask you... take the initiative.

**44**

## **SLEEP**

Simple enough, but sleep deprivation is one of the few things that will throw off your game.

**45**

## **GOLDEN OPPORTUNITY**

Make the most of the "Tell me about yourself" question. Would you rather have the interviewer writing down the kind of dog you have or why the company should hire you.

**CONNECT WITH US ON LINKEDIN**

**46**

## **BEHAVIOR**

A new interview style is to ask people to describe experiences they've had that demonstrate behaviors the company find are important.

**47**

## **KINDNESS**

Be nice! How you treat everyone, from potential future co-workers to the receptionist at the front desk, can help determine if you get a job or not.

**48**

## **END OF INTERVIEW**

Close on a positive note. The interviewer will think you're more likely to accept the offer.

**49**

## **WHAT IS NEXT?**

Follow up the interview with a few questions about the next steps you should expect. This will show your commitment and interest in the job.

**50**

## **DON'T GIVE UP**

You're not going to get every job you apply for, and that means learning to accept defeat gracefully. There are other future opportunities there.



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