**INTERVIEW PREPARATION**

1. If you have made it to the interview stage of your process, then you have crossed a major threshold in the process; PREPARATION IS essential because your first impression can make or break your ability to secure employment.
2. Chances are, you have already explored the company website – Do it again, take notes and learn everything at the ABOUT TAB, and GOOGLE the most current news about the company or organization.
3. Reconfirm the meeting time 24 hours around 9am – and ask for a confirmation. If you can, try to control the “call” by YOU making the call and not the employer. BUT, MOST OFTEN, the employer wants to make the call or provide the ZOOM link.
4. TEST your equipment; Run a test with a neighbor or us.
5. Determine your dress, and grooming; make it appropriate for the industry and company
6. Chose a location in your setting with nothing in the background or very to limit distractions.
7. Have water, tissues, pen and paper all ready and YOUR RESUME. Have your resume on your desktop in case you are asked to share it through the mode (ZOOM or SKYPE).

**ESSENTIAL QUESTIONS (Questions that I have collected from students in the last year)**

Tell us about yourself? (This is a trick!)

Why do you want this role? Why do you want to work for our company?

Tell us about your strengths and weaknesses and a challenging situation and what you did?

Tell us about a project that you organized? Time management skills, organization & communication?

Tell us what makes you different from other candidates and why we should hire you?

Tell us about your tech skills?

Tell us about your short and long term goals?

Tell us what you know about us?

Any questions for us (always have 3 ready)

 What is the timing for this position to be filled?

 What does a typical day look like for this role | at your company/ org?

 Can you tell me about the team? Will I be collaborating with other people & groups?

Be prepared to answer: Salary expectations? Do your research and know your value.

Know about the location of the company and its environs

PREPARE FOR AN AI INTERVIEW

Use InterviewStream (our Tech) to prepare a video resume or taped interview with recorded questions.

Watch this YouTube video from [the Wall Street Journal](https://www.youtube.com/watch?v=8QEK7B9GUhM) – and open your eyes to AI & Social Media

PROTECT YOURSELF

Make sure that your LinkedIn Profile is up to speed and that you have scrubbed al social media. It is almost a guarantee that the interviewer will have viewed your LI profile and any public social media prior to the interview.

GOOD LUCK!

Gb/2020