



# Interviewing Tips and Guidelines

## Job Resources

Interviewing can be intimidating, but it doesn't have to be. Practice your responses, and follow these guidelines and tips to help you prepare for the next step on your career journey.

### Getting Ready:

- Research the department and understand what they do before the interview
- Be prepared to answer a number of Interview questions and to provide examples of your experiences
- Be sure you conduct the interview in a quiet location with no interruptions
- Be sure you have sufficient cell service or a landline available if necessary for phone interviews
- Treat phone or video interviews with the same level of professionalism as a traditional in-person interview

### Putting Your Best Foot Forward

- Be on time and dress professionally
- If virtual interview, prepare 20 minutes before scheduled call to ensure there are no technological issues
- Bring copies of resume
- Ask pertinent questions.
- Take time to answer questions thoughtfully; give examples
- Use active listening skills and do not interrupt

### Virtual Interviewing Tips

Given the current environment, now more than ever before hiring managers are conducting interviews virtually. See below for a few tips to help you master the virtual interview so you're just as confident as you would be if interviewing in person.

**Test your IT equipment.** It is essential that your online connection is strong. It may even be helpful to have a friend try a mock interview just so you're aware of what the person on the other end of the call experiences throughout the process.

**Dress Professionally.** It's best to dress as if you're walking into an actual office to conduct your interview. Dressing professionally isn't only expected, but it also shows that you made an extra effort to make sure you made a quality first impression.

**Sit Somewhere Quiet.** Most interviewees prefer to take the call from home, that way they are able to have more control of their environment. If you do field the call from someplace else outside of your home, be sure it's someplace quiet.

**Choose an Appropriate Location.** Sitting at a desk or a table is the best approach. A tabletop provides the feel as if you're sitting across from the person asking you questions and even helps keep your posture focused and your mindset on what's in front of you.

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