INTERVIEW HACKS

No. 1 | Tips for Interviewing

“Being relaxed, confident and able to work under pressure is 100% how you succeed in an interview.”

Isaac Reath ’16
BS Computer Science
Software Engineer at Bloomberg LP

LOOKING SHARP
GETTING READY
SEARCH + BRAINSTORM

Gather background information about the company. Start with Google and the “About” section of the employer’s website. Then incorporate what you’ve found into your responses and tell them something they didn’t think you’d know!

HINT: Here’s a list of some key things to learn about the employer.

<table>
<thead>
<tr>
<th>LIST OF THINGS TO SEARCH</th>
<th>SAMPLE QUESTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Skills + experience the company values</td>
<td>1. Tell me about yourself?</td>
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<tr>
<td>2. The person you’re meeting with</td>
<td>2. Describe your greatest strengths? ⭐</td>
</tr>
<tr>
<td>3. News + recent events</td>
<td>3. Tell me about a time when you worked under deadline pressure? ⭐</td>
</tr>
<tr>
<td>4. Company’s culture, mission + values</td>
<td>4. Describe a situation where you directly impacted the success of a team? ⭐</td>
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<tr>
<td>5. Clients, products + services</td>
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HINT: Anytime you hear the words “Tell me about a time when,” or “Describe a situation where,” just think STAR. This will help showcase your experience + skills.

PLUS+ You should do 70% of the talking during an interview.

1. Describe the SITUATION OR TASK
2. What ACTION steps did you take?
3. Discuss the RESULTS of your action
Make your first impression count

Smile, have a firm handshake, sit up straight, make eye contact, nod your head to show that you are listening. These are top ways to keep the interviewer loving you.

**Hint:** You can also show you’re interested by taking notes during the interview. This can personalize your thank you note too.

When it comes to dressing for an interview, think trendy, but conservative. Choose a classic suit coat, dress, shirt and pants or skirt. Wear clothing that is clean, wrinkle-free and fits you properly.

**PLUS**

1. Wear a professional suit. It’s better to overdo it.
2. When it comes to personal accessories, less is more.
3. Wear solid color shoes that are easy to walk in + comfortable.
4. You can have a little pop of color + should match your belt buckle in length.
5. Wear skirts + dresses that are knee length or longer.

If a new suit isn’t in your budget, try visiting local thrift stores for a slightly used one.

### SEARCH

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**BRAINSTORM**

Think of possible questions that might be asked and write your responses and examples on an index card. Then practice your responses out loud!

**Hint:** Anytime you hear the words “Tell me about,” or “Describe a situation where,” just think STAR. This will help organize your experience + make it easier to remember.

Describe the SITUATION + TASK

What ACTION steps did you take?

Discuss the RESULTS of your action
TOOLS

1. Download the list of sample questions that you might be asked during your interview.
2. See questions that YOU want to ask the employer at the end of your interview.
3. See more examples of what to wear.

TAKE ACTION

Schedule your practice interview appointment with one of our experts.
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