

Interview with Confidence:

Strategies for Preparation, Presentation & Success

Keep in Mind:

- Interviews are a two-way interaction: While the prospective employer is assessing your fit for their organization, you are evaluating the whole experience as a candidate.
- Not all interviewers are experienced or know what they are looking for. Notice your assumptions in anticipation of the interview and how they shape your mindset and preparation.

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PREPARATION: RESEARCH IS KEY

- **Research the Interviewer(s):** Check LinkedIn profiles, the company website, or industry articles to learn about their backgrounds and interests.
- **Tap Your Networks:** Identify your first and second-degree contacts who may have connections to the organization and industry if it is new to you. Ask for introductions and have informal chats to learn more about the role and the organization.
- **Understand the Company:** Review the company's website, recent media releases, annual reports, and social media to grasp its mission, values, and current developments.
- **Know the Culture:** [Glassdoor](#) reviews, [Blind](#), employee testimonials, and company videos offer insights into workplace culture.
- **Analyze the Role:** Study the job description thoroughly and align your experience with the key requirements.

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PREPARATION: BE READY TO PRESENT YOUR BEST SELF

- **Ground Yourself to Stay Focused:** Deep breathing exercises can help calm your nervous system. Also, notice your surroundings, feel your feet on the floor.
- **Reframe Nervousness as Excitement** – If you are thinking, “I’m so nervous,” tell yourself, “I’m excited for this opportunity.” Both emotions can feel similar. Shifting your mindset can help channel your energy in a positive direction.
- **Interview Attire:** is professional, fits well, and makes you feel confident.
- **Types of Interviews:** When scheduling occurs, inquire about the format--whether in person, virtual, or asynchronous. It could be behavioral, technical, case-based, panel, or informal.
 - For virtual, be prepared with technology, setting, lighting, etc.
 - For asynchronous, do the prep session as many times as allowed.
- **Question Patterns:** Research common questions using platforms like Glassdoor, Blind, Teal, or company-specific forums.
- **Prepare Scenarios:** Use the STAR method (Situation, Task, Action, Result) to structure responses for behavioral questions.



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PRESENTATION: HOW TO BE & WHAT TO SAY IN THE INTERVIEW

- **Stay Calm and Buy Time:** Repeat the question, ask for clarification, or take a moment to structure your answer.
- **Think Aloud:** If it's a case or problem-solving question, verbalize your thought process to show your analytical approach.
- **Redirect If Stumped:** If you don't know the answer, relate it to something relevant you do know.
- **Ask Thoughtful Questions:** Demonstrate your interest, curiosity, and preparation for the role. Inquire about performance expectations, organizational and leadership culture, and the next steps in the hiring process.
- **Optional question:** Is there anything about my experience that gives you hesitation?

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POST-INTERVIEW SUCCESS STRATEGIES

- **Send a Thank You Email:** Note a specific topic discussed, possibly expanding on a point you may have missed, and reiterate your enthusiasm for the role and the contributions you want to make to the organization.
- **Follow-Up:** If you don't hear back within the expected timeframe, send a polite follow-up email. Wait a week, and forward it politely, reiterating your interest in making positive contributions to their organization. If available, try an alternative form of reaching them, keeping in mind people don't always check LinkedIn messages or email. There could be many reasons you haven't received a response yet, so keep your assumptions in check and don't let them dampen your confidence!

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FINAL TIPS

Confidence, authenticity, and preparation set you apart.

Approach each interview as a learning experience.