

INTERVIEW TIPS



BEFORE THE INTERVIEW

- **Do your homework**
 - Know as much as possible about the job you are applying for. Reread the job description and qualifications.
 - Most companies have dedicated websites and social media platforms. Take time to look through their content and familiarize yourself with their brand(s).
 - Research the hiring manager(s). Many job postings will say things such as “Supports the director” or “reports to senior manager.” It is possible to search the internet to find out who those people are, as many will have a LinkedIn profile and/or social media presence.
- **Update your resume**
 - The norm is to keep resumes to one page, available as both Microsoft Word and PDF files. If your experience exceeds one page, consider having a longer version available digitally.
 - Have your writing/editorial/design samples ready—either physically or digitally. Hiring managers may ask you to send them along before or after your interview.
 - Touch base with your references. Let them know that you are interviewing and that they might be contacted.



DAY OF THE INTERVIEW

- **Be early! Try to arrive at least 15–20 minutes before your scheduled time. Many office buildings require a check-in at security, and you may also need time to fill out paperwork.**
- **Dress professionally. It is better to overdress for an interview, even if you think the daily work wear is business casual.**
- **Bring physical copies of your cover letter and resume. Your interviewer(s) may already have a copy, but it never hurts to have extras on hand in case you need them.**
- **Remember, an interview is not only a chance for a hiring manager to see if you’re a good fit for the role, but also an opportunity to see if the job is a good fit for you.**



DURING THE INTERVIEW

- **Feel free to take notes.**
- **Make eye contact.**
- **Even if you are nervous or shy, don’t be afraid to show enthusiasm or a bit of your personality.**
- **In addition to questions about your experience, they may ask about your interests outside of the potential job/industry. Think about recent books or interesting articles you’ve read, or TV shows/movies you’ve recently watched.**



DURING THE INTERVIEW *(continued)*

- **Ask questions! Here are some suggested questions/prompts:**
 - What are the job responsibilities?
 - How big is the department?
 - Are there daily meetings?
 - Is there room to grow?
 - Why is this position open?
 - Ask for an overview about the department and how it fits into the company.
- **Don't forget to ask the hiring manager(s) questions about themselves. Here are some suggested questions:**
 - How long have you been with the company?
 - What do you like about your job?
 - Are there any company benefits that you really like? (E.g., are there museum discounts? Tuition reimbursements? On-site fitness classes?)
 - Are there future projects you are excited about?
 - What is your typical day like?
- **Before you leave, ask for your interviewer's business card.**



AFTER THE INTERVIEW

- **If you are asked to submit an editing test, pitch, marketing plan, or other kind of sample, ask for a deadline.**
- **Send a thank-you note(s). Even if you decide that the job is not a good fit for you or you get another offer, sending a thank-you note is a nice gesture.**
- **Many hiring managers appreciate and look out for both an email and handwritten thank-you note. Email should be sent within the same day of your interview, and handwritten notes should be sent within a day or two. In the note, try to refer to a topic that was discussed during your meeting, such as, "I really enjoyed hearing about going on book tour and all the planning that goes into one event."**



IF YOU DON'T GET THE JOB

- **Don't be afraid to reach out to your interviewer(s) and ask for feedback.**
- **Follow up with the HR department if you see other positions open within the company that you could be considered for.**
- **Network! Even though you may not think that you have connections in the industry, you might be surprised! Be sure to check LinkedIn and other professional networking sites to see if any college alumni, friends of friends, or former colleagues work at the company you are interviewing with. Even if you aren't personally acquainted, many people are willing to help out a fellow alumnus, so don't be shy to reach out and make a connection. Even having a tangential connection to a company can go a long way in getting your foot in the door.**