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RÉSUMÉ TRANSFORMATIONS

INTERVIEW TIPS

1. TEST YOUR TECHNOLOGY

I talk to a lot of people over Zoom these days. It saves time for both me and the candidate. Test your microphone and camera before the scheduled time.

2. BE ON TIME

Whether in person or over Zoom, it's important that you're on time. If you are meeting someone in person and unsure of the location, ask for directions. Google Maps has been known to lead people astray so don't ever feel embarrassed asking for clarification on the exact address. And for a Zoom call, be on time by being ready to go 5 minutes early in case you experience a technical issue and need to restart your computer. Trust me, I've been there as the interviewer!

3. COMMUNICATE & APOLOGIZE

If you are going to be late, communicate this. Email or call the person and let them know if you are running behind. And then don't forget to apologize for the lateness. Life happens but when you communicate and apologize it shows you respect the other person's time.

4. SUCCESS MINDSET

Believe that the person interviewing you wants you to succeed. Because they do. It makes my life easier when people interview well. I want you to interview well. When you go into an interview with the right mindset you will do better.

5. BE HONEST, BE SPECIFIC

If there is a gap in your experience, explain why. If you can't answer a question because you don't have the experience, be honest. Be as specific as you can when answering a question. When people are vague it feels like they are making things up.

6. DRESS FOR SUCCESS

This applies to Zoom interviews also. Office dress codes are becoming more and more casual, but you should still put your best foot forward for an interview. When you're dressed down, it looks like you don't care.

7. ASK QUESTIONS, BE CURIOUS, SHOW INTEREST

The interviewer will almost ask if you have any questions at the end of the interview. Ask something. Even if you feel all your question have been answered, ask something. Ask about the company culture, the next steps in the interview process, and when they want to hire, ask the interviewer what they like about the company, and ask what some of the challenges the company has coming up that this role will help with. When people don't ask any questions, it can feel like they aren't interested.

8. FOLLOW UP

Very few people follow up after an interview with a thank you email. I would say 15% of people do. A follow-up email and thank you are always welcome and appreciated.

9. THINK BEFORE YOU SPEAK

It's human nature but we tend to not like silence in an interview. But taking a breath to compose your answer to a question is totally ok. I wish more people would do this. It's always ok to ask for clarification. And many interviewers, including myself, are guilty of asking more than one question at a time. It's ok to say "I think I just heard two questions A and B, let me answer A first and then I might need you to repeat B".