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**Interviewing Tips**

1. **Do your research.** Research the company/organization you are interviewing with. Also, know yourself and be able to speak on why you are the perfect candidate for the position.
2. **Formulate intelligent questions.** Come up with 2-3 questions to ask the hiring manager. This shows that you are prepared and that you are interested in the position. Here are examples:

* “What is the next step in the interview/hiring process?
* “ What do you like most about your job and working for this organization?”

1. **Practice practice practice.** Practice answering interview questions out loud. Don’t memorize answers. See sample interview questions.
2. **Dress to impress.** If you look the part, your employers will already be impressed, and will be more likely to see you as the right candidate for the job. Interview attire should be business casual. Dressing the part will boost your confidence.

* For men: button-down short sleeved or collared shirt and pants (no jeans)
* For women: a nice blouse and knee length skirt or long pants (no jeans)
* No tennis shoes. Opt for leather or suede shoes that are comfortable

1. **Be mindful of non-verbal communication.** Always smile and make eye contact with the interviewer. Do not fidget or slouch. Place your hands loosely in your lap, or rest them on the table.
2. **Don’t be late.** Plan to be early. Try to arrive about 10 or 15 minutes before your scheduled interview time. This allows you to navigate the building, gather your thoughts and check in with reception.

**Virtual Job Interview Etiquette**

***Be prepared to be interviewed via Zoom******instead of in person.***

1. **Find an ideal interview room.** *Choose an area in your home that is well-lit and quiet*
2. **Test your technology beforehand***. Test your wi-fi connection, camera, and audio before your virtual interview.*
3. **Dress appropriately.** *Dress professionally as if you are going for an in-person interview.*
4. **Be yourself.** *Let your personality shine. Elevate soft skills such as body language, adaptability and confidence.*