



INSPIRING PEOPLE, ADVANCING WORKPLACES



Job Fair Tips

1. Prepare in advance
2. Dress professionally
3. Bring many copies of your resume
4. Arrive as early as possible
5. Decide which employers you're most interested in
6. Introduce yourself
7. Always take notes
8. Ask before taking any samples or giveaways
9. Be courteous and show a positive attitude
10. Follow up (and say Thank You)



In-Person Interview Tips

1. Conduct research on the employer, hiring manager, and job opportunity
2. Review common interview questions and prepare your responses
3. Dress for success
4. Arrive on time relaxed and prepared for the interview
5. Make good first impressions
6. Be authentic, upbeat, focused and concise
7. Remember the importance of body language
8. Ask insightful questions
9. Sell yourself and then close the deal
10. Thank interviewer(s) in person and email



Video Interview Tips

1. Do some practice recordings to check your background.
2. Check and double-check your microphone.
3. Dress the same way you would for an onsite interview.
4. Make sure you have good energy.
5. Figure out the way you'll start and stop each response.
6. Answer each question directly.

WHAT NOT TO DO!

1. Don't forget to check your appearance.
2. Don't lose focus.
3. Don't forget to research common interview questions.
4. Don't forget to follow-up!