

INTERVIEWING

COLLEGE OF CHARLESTON CAREER CENTER | CAREERCENTER@COFC.EDU

INTERVIEW TIPS

Given the continued need for social distancing, interviews may occur by phone or by video. In some cases, employers or graduate schools will still use a phone interview as a screening tool to determine who makes it to the next step which is normally an in-person interview, but now it will be for a video interview.

Regardless of how your interview is conducted (phone, video or in-person), there are things you can do to best prepare. For more information, please refer to additional Interviewing resources on the Career Center website at <http://careercenter.cofc.edu/students/interviewing/index.php>.

Ahead of the Interview:

1. Research the organization to be familiar with their services or products, competitors, recent news, and how they are managing with respect to COVID-19.
2. Prepare at least 5 questions you may ask during the interview, keeping in mind that some may be answered during the interview. Refer to <http://careercenter.cofc.edu/students/interviewing/interview-questions-to-ask-2020.pdf> for examples.
3. Practice. Practice. Practice. Refer to Interviewing tips on the Career Center website as well as use **Big Interview** (<https://cofc.biginterview.com/>), which allows you to record yourself as you practice answering typical interview questions.

Day of Interview:

1. Dress as you would if the interview was in-person and **smile** to help you stay alert and show your enthusiasm.
2. As best possible, go to a private location for the call or video to avoid being disturbed or having background noise during the interview. This includes turning off any sound notifications on your cell phone or computer, as well as being logged off social media.
3. Be ready to receive the call or start connecting to the video platform about 10 minutes ahead of the scheduled interview time. (And try to test the video platform at least 1 day ahead, especially if you have never used it).

4. Keep a copy of your resume, cover letter, position description and any materials you used to research the organization within reach in case you may need to quickly reference them. If you have a video interview, remember that you don't want to spend too much time looking away from the people across the screen.
5. Have a notepad and pen to take notes. It's okay to jot things down during an interview, but again don't look away from your audience for too long.
6. If a question catches you off-guard, simply ask for a moment to think about it and then do your best to answer.

After the Interview:

1. Reiterate your interest in the position before you leave and be sure to know how to contact the employer should you have additional questions.
2. Send a thank-you email within 48 hours confirming your interest in the position and identify specifics discussed during the interview. A thank you note by mail is also a nice touch (in addition to email), but it will not be as timely which is even more important during COVID-19.
3. If you do not hear back from the employer within the timeframe expected, reach out to them to confirm your interest and politely ask for an update on the process and if they have any further questions for you.
4. Keep yourself informed about how the organization is managing during COVID-19 by viewing their website and social media posts.