

## Interview Tips

*Preparation is a key differentiator.*

- Once you get selected for an interview, ask for an overview of the full hiring process. Understand who the key decision-makers are at each stage to build upon each interaction.
- Showcase how you fit the role. Be prepared to clearly walk through your job history in a succinct way.
- Be confident, but also demonstrate your interest and enthusiasm in the role.
- Do not underestimate the benefit of practicing for an interview – practice every time with a friend.
- Virtual: Set your view to speaker versus gallery view if you tend to get nervous during panel interviews.

## Frame Your Experience

*Only you can tell your story – be clear and be concise.*

- When sharing examples, describe the role you played to demonstrate your value and have a beginning, middle, and end with a result.
- Choose examples that demonstrate the desired technical *and* soft skills.
- Choose examples that have impact on teams, organizations, and processes.
- Acknowledge opportunities for growth – no one is perfect. Self-awareness is attractive.

## Stand Out from Other Candidates

*Proactively connect dots and display your interest through preparation.*

- Do your research on the organization and on the team – understand and articulate how your experience adds value.
- Write a letter of interest considering the key qualities, skills, and characteristics you will bring to the role. Be clear on expressing where you will add value based on industry trends and organizational developments.
- Do not limit your follow-up communication to a generic “thank you” after the interview – emphasize how your experience aligns with the needs of the organization based on what you learned about the role and organization during the interview.

## Networking Tips

*Strengthening your network consistently will increase job opportunities and ease job transitions.*

- Network outside of your industry.
- Network above, below, and across (peers) levels of seniority.
- Be prepared to offer new connections access to your existing network.
- Ask others to make warmer introductions on your behalf.
- Be specific, where possible, about how someone can assist you or someone in your network.



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