

Prepare for an Interview

Types of Interview

Interviews come in various forms, and you might encounter one or more of these in your job search:



Phone Interview

1



This step screens candidates before in-person interviews.

Video Interview

2



Popular with remote work, usually conducted via Zoom or Skype.

In-person Interview

3



Traditional face-to-face meeting with interviewers.

Group Interview

4



Interviews with multiple candidates to assess teamwork.



Research the Company

Understand the company's mission, values, culture, and recent achievements to tailor your responses and show genuine interest.



Match Your Skills to Job Requirements

Align your skills with the job description. Highlight relevant hard and soft skills using similar language and examples.



Predict Commonly Asked Questions

Prepare your answers in advance helps you respond confidently and convincingly, increasing your chances of impressing your potential employer.



Dress for Success

Dress appropriately for the company culture, choose comfortable clothing, and pay attention to details and personal hygiene.

Master Interview Techniques

Active Listening	This involves engaging fully, avoiding interruptions, clarifying points, and responding thoughtfully.	Example: Maintain eye contact and nod when the interviewer speaks, then ask, "So, <i>these values guide your team's daily operations?</i> "
Present Your Best Self	To make a lasting impression in an interview, showcase confidence, authenticity, preparation, enthusiasm, and professionalism.	Example: Share a real project you managed, highlighting your strategies and success.
Use Body Language	Harness the power of body language in interviews by maintaining good posture, making eye contact, and using open gestures.	Example: Sit upright, lean slightly forward, and maintain steady eye contact to show engagement and confidence.
Showcase Your Skills	Use storytelling in interviews to highlight your skills with the Problem, Action, Result (PAR) technique.	Example: We had inefficiencies (Problem). I implemented a new workflow (Action), improving efficiency by 20% (Result).
Ask Insightful Questions	Asking thoughtful questions in an interview shows genuine interest, helps you understand the role better, and makes you memorable.	Example: "I saw the company plans to expand in the Asian market. How does this role contribute to that goal?"

Manage Challenging Interview Solutions



Answer Tough Questions

Tough interview questions vary and can address weak spots, past failures, or complex problems; here are the steps to manage them:

- Stay calm and composed.
- Break down the question to understand it.
- Be honest or ask for clarification if needed.

250



resumes for a job opening result in only about 4 to 6 people being asked to come in for an interview.”

Turn Weakness to Strengths

Handle Salary Negotiations

Learn to manage salary negotiations with tact and confidence

- Research market rates.
- State a higher range.
- Highlight your values and discuss perks.



1 Acknowledged weakness.

2 Choose minor weaknesses

3 Share your improvement.

4 Show progress.

5 Be honest.

6 Commit to growth

Master Interview Techniques

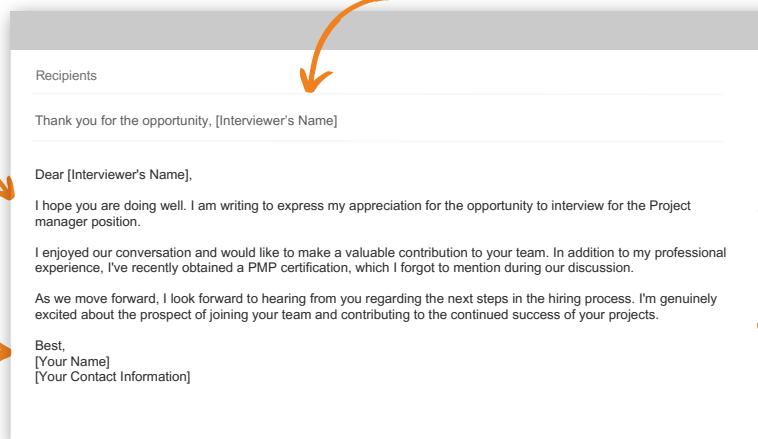
Send a Thank You Note

You've just finished your interview, but the job isn't yours yet. Following up shows that you're serious about the job and gives you another chance to make a good impression.

* Thank the Interviewer

* Reaffirm your enthusiasm for the job.

* Provide Contact Information



Mention * Relevant Points

Express eagerness for * next steps

Maintain Professionalism While Waiting



- 01 Respect the timeline and avoid excessive follow-ups.
- 02 Follow the company on social media and respond promptly to communications.
- 03 Get ready for potential next steps and keep applying for other jobs.

Assess Job Offer and Negotiate Salary

Look at salary, benefits, work-life balance, career growth, and culture.

Research average salaries, highlight your value, and be flexible.

Ensure the offer aligns with your goals and needs.





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- Professional Development
- Sales
- Training & Education

Google

- Calendar
- Chrome
- Classroom
- Docs
- Drive
- Gmail
- Sheets
- Slides

Leadership

- Leadership
- Management
- Project Management

Technology

- A.I.
- Digital Literacy
- Software Applications

Career Development

- Career
- Higher Education
- Job Hunting

Microsoft

- Access
- Copilot
- Excel
- OneDrive
- Outlook
- PowerPoint
- Teams
- Windows
- Word

Wellness

- Mental Health
- Personal Growth
- Well-Being
- Work/Life Balance

Compliance & Safety

- Active Shooter
- Discrimination
- Harassment
- Safety
- Security

Diversity & Citizenship

- Bias
- Diversity
- U.S. Citizenship

Fewer Tools. Lower Costs. Smarter Training.

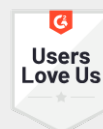
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		Starter	Custom Plans	
Num Active Users	1	5	10+	Compare To
Branded Cheat Sheets	Your Logo	Your Logo	Your Logo	None
Customizable Courses		300+	300+	LinkedIn Learning
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