**Interview Tips Jan 14,2022**

* Need to work on interview
* Location might be North Carolina
* Data analysis/project coordinator
* Present myself as a person that is ready to learn, willing to adapt, develop skillsets
* **Don’t let questions need to a dead end; people skills & soft skills**
* Teamwork skills are crucial to hiring managers
* Want to say that I’m a quick learner; this is where I can fit in
* Talk about what I’m good at, but not too technical
* Timeline and willing to work long hours
* Most importantly, we want our answer formats to be ‘What did you do and how did I do it?’

**Methods**

1. **Answer their questions. Lots of people will start answering the question but never really finish because they go off on a tangent halfway through**. It's frustrating as an interviewer to have to ask someone to get back on point, but it's also a little embarrassing for the candidate and it can throw you off your rhythm. I want to know the information because it's important. It also shows you listened to what was being asked of you and you delivered what was required.
2. **At the end of the interview, ask if they have any concerns about your resume, your interview answers, or your application in general.** It's a great way to see if there is anything they perhaps misunderstood, or you didn't explain well enough. I've asked this in every interview and in all but one it's given me some immediate feedback and the ability to allay any concerns they might have. For example, I once had someone say I interviewed great, but they were concerned I lived too far away, something that didn't come up in the interview. I was able to then say I would be relocating.
3. Do interview prep before you go. You should be able to predict most of the questions, but just writing down what your strengths are and thinking about them will increase your confidence. **Make notes on the company and role from the job description; how does that match up with your skills and experience?** This crossover is important because it's usually why they will hire you.
4. Take a notepad, for example the one you used for your interview notes. Make sure you ask if it's okay that you have your notes out, or if you can take notes during the interview. You won't always be able to do this because of a strict NDA, but that's why you ask. **Good things to write down include the person's name since it can be easy to forget, especially if more than one person is interviewing you.**
5. **Ask what the next steps are and when you might be hearing from them.** Use your instincts when it comes to follow up. If you interviewed at retail and it went well, check in with the manager in a week and let them know you enjoyed your interview and you'll be available to start very soon if they pick you. But if you interview at a large company that specifically doesn't take phone calls then don't harass them. If I'm in HR you email me asking when you will hear, chances are I'm chasing the hiring manager for an answer too.

6. Do not be scared of failure. If you perform poorly, you'll know it straight away and my best advice is just to take the rest of the day off and forget it. Then when you're feeling better try to figure out why it went poorly; bad preparation etc. I find a big one is the stress of getting somewhere new, where to park, who to ask for when I get there etc. Then work on these for the next interview.

**Examples**