

# Are you ready!?

## Interviewing Tips: Before, During and After

### What they *really* want to know...

1. Can you do the job?
2. Will you do the job?
3. Will you fit in with the team or organization?

### Practice Makes Perfect

Amp up your readiness factor by practicing your answers before the interview with someone you trust.

Keep answers professional by including education, work history and recent career, project, volunteer and/or life experiences related to the skills and attributes required for the job.

Use “I” statements when responding to questions. It is important for the interviewer to understand what YOU bring to the table.



**AT&T**  
University

Find more career resources, learn about jobs, and skill up at **AT&T Learn:**

<https://learn.att.jobs>

### The Icebreaker: Tell me about yourself?

Keep your answer brief

Relate your response to the job, not your personal life

### Direct Questions

What are you looking for in a job?

What is your greatest strength and weakness?

What can you bring to this position?

Why should I hire you?

### Behavioral Questions

Describe a situation when you had a major responsibility; what did you do and how did it turn out?

Tell me about a time in which you had to handle a difficult change in the workplace.

Describe a specific action you took to increase efficiency or productivity.

Give me an example of how you have achieved results through others.

Give me an example of when you disagreed with your boss or co-worker and how you handled it.

# Are you ready!?

## Interviewing Tips: Before, During and After

### Before

Know the logistics  
Review job description  
Research the position  
Apply professional skills and accomplishments  
Practice, practice, practice  
Arrive 15 minutes early!!

### Tech Readiness (for Virtual Interviews)

Dress for the interview  
Be sure your camera works  
Use a good quality headset  
Be aware of your surroundings—avoid distractions  
Know your technical support  
Disconnect everything at end

### During

Listen to the questions  
Answer fully and stop

- Speak up
- Use “I” statements
- Avoid “filler” words

Demonstrate confidence  
Refer to resume  
Take notes  
Have questions ready to ask the interviewer  
Express interest in the position  
Ask about next steps – when will a hiring decision be made?  
Ask about next steps  
Request the interviewer’s contact information  
Say thank you at the end!

### After

Send a Thank You note

- Restate interest
- Recall discussion point(s)
- Include contact information

Reflect

- What went well?
- What would you change?

Ask for feedback

### Good Habits

**Attire:** Dress up a notch, make sure clothes are cleaned and pressed.

**Arrival:** 15 minutes early

**The Handshake:** Use a firm grip, make eye contact

**Phone Interviews:** Arrange to be in a quiet location without interruptions



AT&T  
University

Find more career resources, learn about jobs, and skill up at **AT&T Learn:**

<https://learn.att.jobs>

# Sample Thank You

---

After every interview, be sure to send a thank you note to the person who interviewed you. Remember to:

- *Restate interest*
- *Recall discussion points*
- *Include your contact information*

## Thank You Letter Example

Date

Dear Ms. Wall:

Thank you for the opportunity to meet with you and your team yesterday to discuss the position of Supervising Manager for your department.

I understand the interview process is continuing and want to re-affirm my interest in the position. As I mentioned during the interview, my ability to generate creative solutions to difficult problems and my skills in employee development, customer service and project management make me a solid choice for this position.

I appreciate the time and energy which was extended to me and look forward to talking with you again.

Sincerely,

(Your Signature)

Your Name

Your Contact Information