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## Quick Tips For Interviews

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### **1. Take a look into what you are applying for**

- Research the position and the organization
- Generate specific questions about the position you are interviewing for

### **2. Take a deep breath**

- Before you begin speaking, take a deep diaphragmatic breath in through your mouth. You may be surprised how much this can relax you and control the pace of your speech

### **3. Take notes**

- Bring a notepad with you to take notes about the interview. This shows you are studious and detail-oriented
- It is common to forget details due to the stress of the interview, so taking notes helps you keep track

### **4. Take your time answering**

- Don't be afraid to take your time thinking about a question before answering. It shows that you are thoughtful
- An answer that you have thought about will sound smarter than one you rattle off too quickly!

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## Virtual Interviews

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- 1. Dress as it were live**
- 2. Look in the camera, not at the screen!**
- 3. Choose a well-lit, non-distracting  
background**
- 4. Test your program and AV beforehand**
- 5. Know your plan B if you have computer  
problems**