

Interview Preparation Tips

- Interviews for federal positions tend to be held in a panel format (2 or more people).
 - When answering questions, maintain eye contact with the person asking the question. Scan (with eye contact) other panel members while answering question and finish answer with the member that asked the question.
- Interviewers will ask a difficult question to get to the root of your professionalism. Don't be afraid to do the same. Ask about turnover, financials, team social activities, and expectations.
- Don't discount the power of a smile and eye contact.
- Be prepared to answer the question "Tell me about yourself" (aka, the elevator speech).
- Take time to address personal details (e.g., shine your shoes, check your hems, pressed shirt, manicure, etc.). These may seem like tiny things, but they can make a big difference when taken together! You will be surprised who notices.
- Professional credentials are important and differentiate yourself from the field of qualified candidates being interviewed:
 - What are your selling points?
 - Do your research on the organization you're interviewing with, and have questions
 - Don't overshare or provide "TMI" (too much information)
 - Don't ramble
 - Accentuate the point you're trying to convey
 - Show your versatility; you can be a leader, team member, and other valuable roles to the team
- Bring to the interview:
 - Copies of your resume
 - List of references
 - Notebook and pens
 - List of written questions for your interviewer
 - Samples of your work
 - Mints, floss, deodorant
 - Identification
 - Workbag, briefcase, or portfolio (depending on the formality of the interview)
 - Directions to the interview (...and important phone numbers in case you are delayed)
 - An open mind (you may learn that the job is more/different than what's exactly advertised)
- Leave these things behind/stowed away:
 - Cell phone
 - Coffee (interviewer will offer a drink if it's appropriate)
 - Hot food
 - Luggage
 - Earbuds
- Video Interviews:
 - Treat just like an in-person interview
 - No script
 - Eyes on the screen/interviewer

- Know the rules regarding whether you can record the interview or not
- Put distractions away
- Ensure your in a quiet environment
- Stable connection & tested technology
- Be set up 10 minutes early