How would you describe the characteristics of someone who would succeed in this role?
If I were in this position, how would my performance be measured? How often?
What departments does this teamwork with regularly?
How do these departments typically collaborate?
What does that process look like?

9. Plan carefully what to wear to your interview the night before.
recruiter before the interview, you can ask them about the dress code in the workplace and
research the company to learn

10. Bring copies of your resume, a notebook, and pen and turn off your mobile phone. Take at least five copies of your printed resume on clean paper in case there is a panel of interviewers. Bring a pen and a notebook and prepare to take notes, but not on your smartphone or another electronic device. Write information down so you can refer to these details in your follow-up thank-you notes. Maintain eye contact as much as possible. Do not interrupt. Do not try to be funny or unduly personal with the interviewer(s).

11. Plan your schedule so that you arrive 10 15 minutes early. Map out your route to the interview loca
transportation, identify a backup plan if there are delays or closures.

e achieved. Use every opportunity to address the job requirements listed in the job description.

18. Keep your answers clear, concise, and focused. Your time with each interviewer is limited so be mindful of being direct, thorough, and completely honest. Practicing your answers beforehand can help keep you focused.

19. Do not speak negatively about your previous employers or co-workers. Companies

current job, focus
to do next. Interviewers will often ask why you are leaving your current situation. Answer honestly but do not denigrate your current situation.

20. Ask about next steps. After your interview, it is appropriate to ask either your interviewer, hiring manager, or recruiter what happens next. This will likely be a follow-up email with results from your interview including requests for additional requirements like an assignment, referenc