



Burtch Works' Tips for In-Person Interviews

As a follow up to our previous whitepaper about phone interviews, the next key step in the process of securing a new job is the on-site interview. Though some companies may complete this step through video-messaging, such as Skype, most of these tips still apply.

Even if graduation seems far away, it is never too early to prepare and practice for the next step. Depending on the specific field or industry you are going into, there may be different formalities involved, but there are several things to know when presenting yourself to a potential employer. The better prepared you are the less nervous you will be, and your confidence in yourself and your abilities can play a crucial part in the decision to hire you.

Before your interview, make sure you have up to date information on anything new happening with the company. Opening with a "congratulations" on a new product launch or sharing an insight about a (positive) piece of company news is a great ice-breaker and shows that you are interested and current in your knowledge about the company. Remember, the person conducting your on-site interview will most likely not be the same person who conducted your phone interview, so it is important to reestablish your knowledge of the firm.

Questions may vary, but make sure you are prepared to answer questions about your education (such as courses taken), internships you completed, certifications you may have received (such as SAS or from MOOCs you've completed) and technical ability. Here are some general tips for acing your interview:

DO

- Dress for success, make sure you are dressed appropriately and keep your outfit relatively neutral. Keep accessories to a minimum.
- Silence your phone; the interview should be your only priority right now.
- Research common interview questions and have *specific* examples to support your answers. These examples will demonstrate your ability; vague answers show that you are unprepared.
- Smile, be polite, and try to relax.
- Bring several current copies of your resume and cover letter.
- Greet the interviewer with a handshake, and make frequent eye contact.
- Answer questions as directly as possible.
- Have different job or company related questions prepared for each interviewer that you are scheduled to meet with.
- Send a **personalized** thank you note to each of your interviewers.

DON'T

- Be late. Search directions ahead of time, and allow ample time for unforeseen delays.



- Bring a drink. It could be perceived as rude if you enter with a drink, it creates a distraction, and the possibility for accidental spills should be enough to deter you.
- Fidget, get distracted or zone out. Make sure you are well-rested and alert.
- Bad-mouth anybody – not your previous boss, co-workers, and especially not yourself. If your boss asks about your weaknesses (a common question) make sure to follow with an example of how you worked or are working to correct it with a specific example.
- Ramble or talk about your personal life. An employer may ask you about yourself, but otherwise stay away from personal topics and keep answers succinct and direct.

If you have questions about proper etiquette or any part of the interview process, don't hesitate to reach out to us.