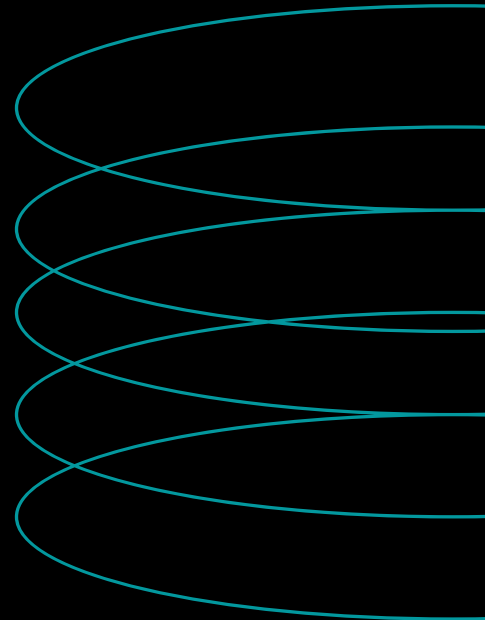


Interview **Success** Guide



How to prepare yourself for memorable, stand-out interviews.



Pre-Interview

- **Research the company and role thoroughly.** Understand the company's mission, values, products/services, and culture. Prepare questions to ask about the role and company.
- **Practice answering common interview questions.** Prepare answers for questions about your background, experience, strengths/weaknesses, why you're interested in the company/role, where you see yourself in 5 years, etc. Practice out loud.
- **Prepare examples of your skills and achievements.** Having specific stories about how you used relevant skills or accomplished something impressive is key. Quantify your achievements with numbers when possible.
- **Dress professionally.** Iron your interview clothes, polish your shoes, neaten your hair, trim your nails, etc. You want to make a good first impression.
- Bring extra copies of your resume and list of references
- **Plan your route and timing.** Know exactly where you're going and how long it will take to get there. Arrive 10-15 minutes early.

During Interview

- **Make a strong first impression.** Smile, make eye contact, and have a confident handshake when you meet your interviewer(s). Be warm, enthusiastic, and authentic.
- **Ask smart questions.** The questions you ask signal your interest in and understanding of the role and company. Prepare these in advance.
- **Watch your body language.** Sit up straight, avoid nervous gestures like tapping your foot, and nod to signal active listening. Lean slightly forward to appear engaged. Make regular eye contact.
- **Provide specific examples.** Provide detailed, concrete examples to back up what you claim about your skills and experience. Describe the situation, the action you took, and the positive result.

Post Interview

- **Follow up.** Thank the interviewer(s) for their time. Briefly reiterate your interest in the position and highlight one or two of your qualifications. Express appreciation for their consideration.
- **Evaluate your performance.** Write down interview questions you were asked and your responses. Note what you did well and areas to improve for future interviews. Update your answers if needed.

Get into the right *mindset* for success!

- Reduce any interview anxiety through positive self-talk and breathing deeply before the interview.
- Visualize yourself succeeding and remaining present and positive.
- Get a good night of sleep beforehand and eat a nourishing meal so you feel energized.
- Go into the interview focused, comfortable, and believing in yourself and your abilities.



- Confidence comes from preparation and practice – you know your stuff and are ready to have an engaging discussion with the interviewer. Approach this conversation as a mutual exchange, rather than an interrogation. This mindset shift can relax you. When you feel at ease, your personality gets to shine.
- Let your qualifications and passion for the position lead the way as you obtain the information you need to determine if this role is a good professional and cultural fit.

You've put in the
hard work, now go
enjoy the
conversation about
how you can
potentially
contribute your
talents to their
company!

Coaching

Getting hired starts with conquering the interview. At Gervino Group, we offer personalized 1:1 coaching with interview experts to ensure you make a winning impression.

Our skilled coaches work with you to:

- Pinpoint your target roles and companies to focus your preparation
- Conduct practice interviews tailored to your goals
- Provide detailed verbal feedback to fine-tune your responses
- Help you craft answers to likely interview questions
- Suggest strategies matched to different interview formats and styles
- Address any interview fears or uncertainties holding you back
- Build confidence so you can win over any interviewer

Let us make your next interview your best one! Schedule a call today.



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