

# Student Guide to Interviewing



# Interviewing is changing



Employers are looking to save as much time and money as possible on interviewing candidates. This means more phone interviews, more video interviews and less travelling for face-to-face interviews.

However, even though more companies are embracing alternate formats for preliminary screening, most employers still rely on at least one in-person interview to make their final decision. So in order to guarantee that you can get your dream job, you must be prepared for interviewing in a wide variety of formats and situations.

Preparing for job interviews is just one part of **soft skill development**. By learning how to communicate effectively in a professional setting, you will ensure that you can nail the job interview and then become a valued asset for your new employer.

# Soft Skill Building Tips for Students:



## So what are soft skills, and why are they important?

Soft skills can be simply defined as the ability to effectively communicate and interact with others.

Many students focus exclusively on their classwork and neglect to develop their soft skills. Don't assume that a degree is sufficient by itself to get that dream job! In reality, you must develop professional communication, interview skills and other soft skills that will help you get the job and then succeed on the job.

## **Start Early**

Developing soft skills early on in your college career emphasizes the importance of these skills and will help you focus on building your career while completing your college classes.

## **Build Confidence**

Building confidence with soft skill development will help you apply your technical skills in the workplace. By communicating effectively, you will be able to nail your job interview and then succeed on the job.

## **Keep it Career-Centric**

Many students go to college because they know it's their ticket to better career prospects for the rest of their lives. However, many students assume their degree will automatically lead to their dream job. You should realize early on that you will need soft skills to both get the job and effectively communicate to succeed on the job. By tying soft skill development to your career goals, you will take it more seriously and give it more effort.

## **Budget Your Time**

Since soft skill development doesn't immediately affect your grades, it's easy to solely focus on your homework and studying. However, InterviewStream creates a no-pressure environment to practice and review your interviewing skills at whatever time is convenient for you.

# General Interviewing Tips:

When preparing for a job interview, there are a few things you should keep in mind:



- Do some research about the company you are interviewing for before your interview.
- Make eye contact.
- Smile.
- Bring a copy of your resume to your interview.
- Don't wear brightly colored clothing to an interview; wear professional colors, like blue and black, and don't wear distracting jewelry or makeup.
- Try to refrain from using filler words like "umm," "like," "you know," and "I mean."
- Proper hygiene is a must. Make sure you are clean shaven and your hair is neatly groomed.
- Don't wear heavy perfumes.
- Be confident and avoid fidgeting or other nervous behavior.
- Be enthusiastic.
- Consider creating a more professional email using your first and last name. Jane\_Doe@Gmail.com is more appealing to potential employers than huggy\_Bear\_KissesXoXo@cutesie.com. Using a more well-known domain, such as Gmail, can also help.

# Video Interviewing Tips:



## When preparing for a video interview, it's important that you have everything ready before you begin recording

- **Position your webcam at eye level**
- **Proper lighting is essential for high-quality video, so take time to adjust accordingly.**

- The background light should be the brightest in the room.
- A simple desk lamp can be used as your main light source.
- Turn on any available lights in the room, close all windows and check to make sure there is no glare on your monitor.
- Never use your monitor as your light source

- **Be mindful of your background.**

- position yourself in front of a wall with neutral colors; avoid patterns, wallpaper and mirrors.
- Be sure your recording area is clean, as a tidy workspace conveys professionalism and organization to your potential employer.
- Turn off all appliances or devices that may create ambient noise or disrupt your interview

- **Your recording space should be quiet and comfortable**

- Allot yourself ample time to answer each question in your chosen space. Depending on the number of questions, 30-60 minutes should be sufficient.
- Eliminate all possible distractions and interruptions - turn off your cell phone, and if you're at home, make sure people in the house know you are taking an interview.

# Phone Interviewing Tips:

- Never have a phone interview while driving or in a public place. Choose a quiet place free from background noise and other distractions. You want to be able to concentrate and answer each question confidently, and you don't want your interviewer to be able to hear any background noise.
- Don't use speaker phone.
- Be confident and enthusiastic.
- Using a landline for your phone interview is ideal but not a requirement. This lowers the risk of being disconnected or being distracted by incoming emails, text messages, social media or other notifications.
- Do some research about the company and the person you're having an interview with. Consider having a photo of the person you are interviewing with in front of you. This will make it feel more like you're talking to them face-to-face.
- Get dressed up for your phone interview, just like you would for an in-person interview. This will boost your confidence.
- Personalize your voicemail message and keep it professional.
- Answer the questions as they are asked.
- Be clear.
- Have some company information, the position's job description and your resume in front of you for quick and easy access.





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