

INTERVIEWING

BE YOURSELF

The most important piece of advice we have when it comes to interviews is to **be yourself!**

Employers recognize that you're just entering the program and that you don't know a ton yet, but if they like you as a person and perceive you as the "best fit" for the position, you'll receive an offer. The top things that an employer looks for in a candidate are:

15% - Likability
(Interview)

25% - Motivation/ Fit
(Interview/LinkedIn)

60% - Competence
(Resume/LinkedIn)

Visit the [Interviewing](#) section (found in the "Resources" tab of our website) for more info.



ME IN 30 SECONDS



The ***Me in 30 Seconds or Elevator Pitch**** is a short statement about you and your passions. This statement can be used when introducing yourself to an employer at a career fair or when an interviewer asks you to “Tell me about yourself.”

In its simplest form, your **Elevator Pitch** should follow this format:

1) Full Name (First or Preferred First and Last Name)

If your name is hard to pronounce, make sure you say it clearly.

2) Where you’re from

If you’re an international student, also say how long you have been in the US for.

3) Deliver your passion in this format: “I do _____ because I love _____.”

“I am studying IS because_____.”

“In my last internship, I created __ that solved __ and saved the company \$100,000.”

4) Connect the company with your passion. They need to know why you want them.

“Your company has a reputation for _____.”

“I believe this position fits me because _____.”

5) Express your interest (In a controlled way, of course)

Normally, an elevator pitch ends with you asking this question:

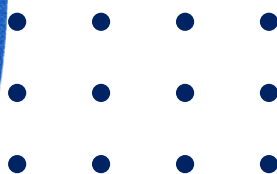
“Who do you know that I should talk to about this?”

As you meet an interviewer, you should replace the question with one of the following:

1) “I’m excited about this interview; I want to join your team!

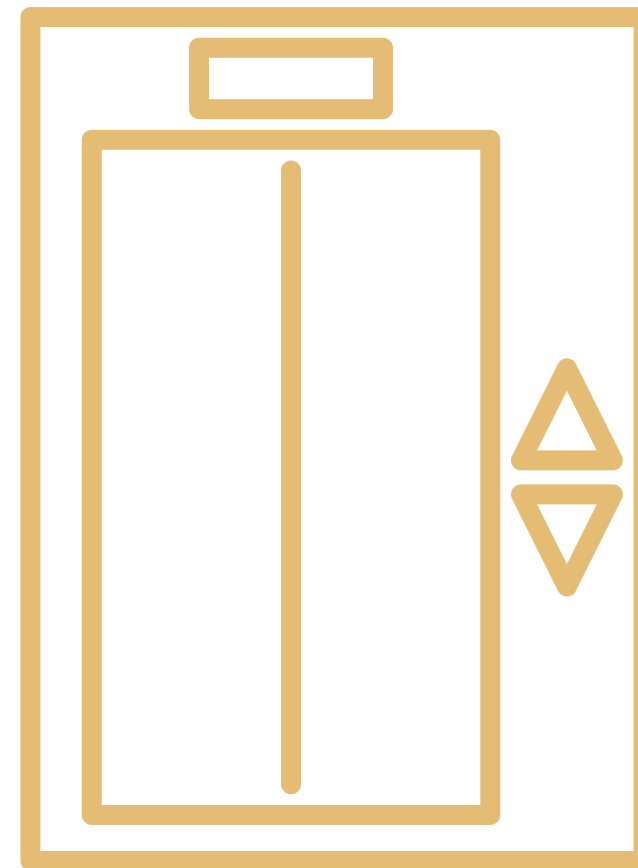
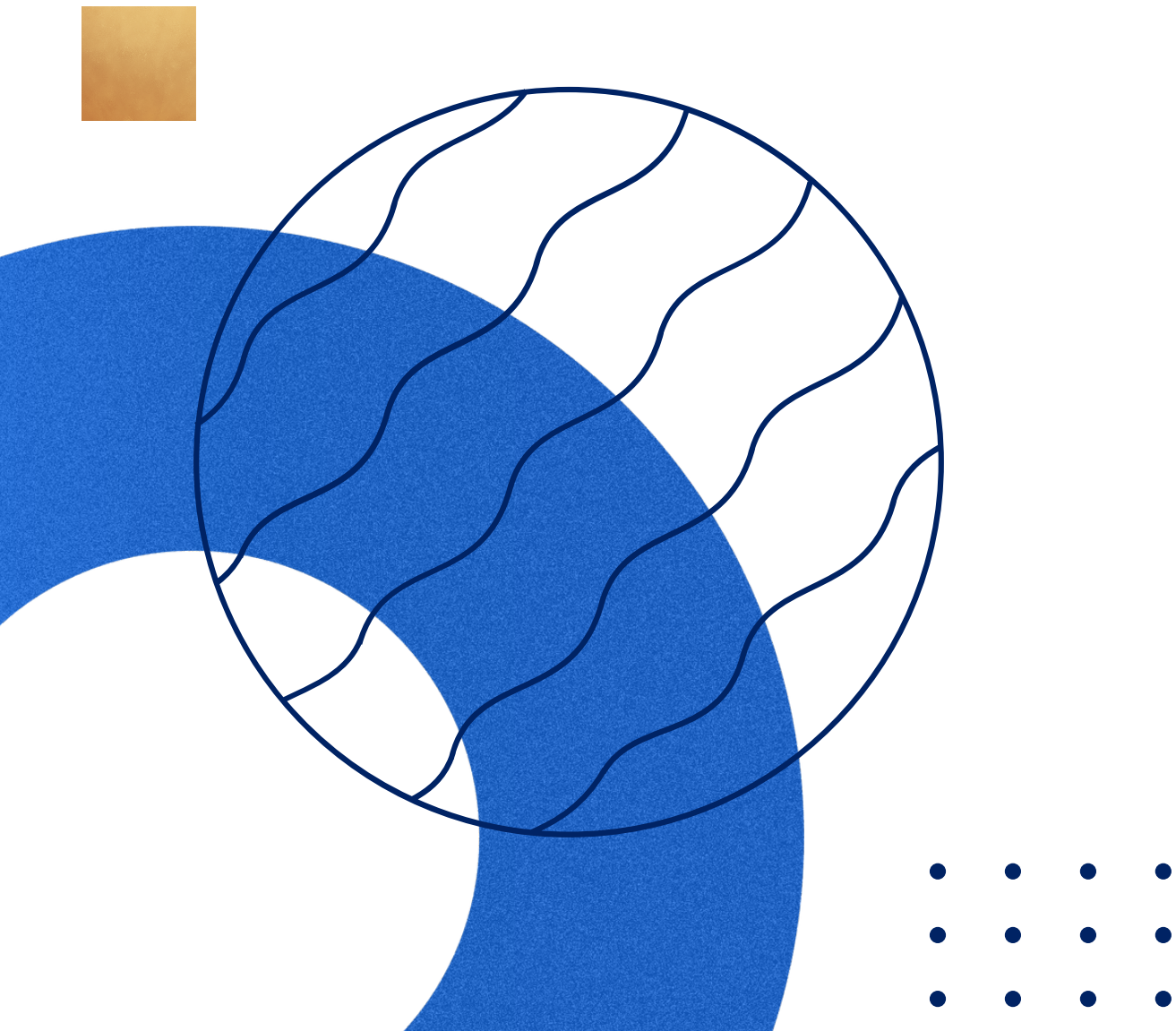
2) “I would love to work for your company!”

3) “I want to serve you and your clients and hope I have the opportunity to do so!”



ME IN 30 SECONDS

The term Elevator Pitch comes from the scenario of meeting someone in the elevator (perhaps the CEO of the company!) and he or she asks you, “What do you do?” You have a short amount of time to make an impression (the amount of time it takes to ride the elevator from the floor you’re on to the floor that you or the CEO is getting off at!), and to tell the CEO enough about you that he or she remembers you the next time you meet. Make yourself memorable in the best way!



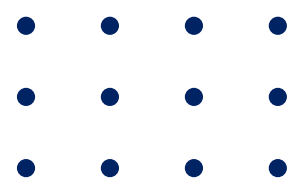
PRIOR TO INTERVIEWING...



1. Visit the company's website and take a look at its "About Us" section. Get a feel for the company culture and product or service. Be familiar with the company's mission statement if it has one.

2. Find the job description on the company's website or [Handshake](#). Compare your resume and experience to all aspects of the job description. Think through your responses to questions interviewers may ask you about your experience (e.g. If the job description says you have to know JavaScript and you have never used it before, what will you say if/when this is brought up in the interview?)

3. Look up the company on [LinkedIn](#). See if any of your connections work at this company. Find someone at that company who is living your dream. Take the time to reach out to him or her to ask for that person's perspective on the culture and mission of the organization. Ask any questions you feel are necessary for you to get to know the company and/or resolve concerns you may have.



QUESTIONS TO ASK



- 1) Can you tell me what it's like to work for Company XYZ?
 - 2) How can I impress someone in the interview? Are there any do's or don'ts that I should be aware of?
 - 3) What's your toughest interview question?
 - 4) Is this position everything it's advertised to be?
 - 5) Does the company care about you and your success?
- If you can't find an inside contact on LinkedIn, call the recruiter and say, "I want to be the best candidate for this position. I have a few questions for someone who is doing this job. Could you connect me?"

Remember [how to connect with BYU Alumni!](#)



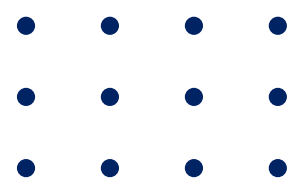
MOCK INTERVIEWS – USE BIG INTERVIEW



Even if you're comfortable with interviewing, we encourage you to meet with [Reid](#) to stage a mock interview. Schedule an appointment with him. Before your appointment, make sure to email Reid a copy of your ***current resume and the position's job description***.

Big Interview is an excellent practice resource! It is an online tool that offers challenging, virtual mock interviews for all experience levels and dozens of industries. It also offers a comprehensive video training curriculum covering all aspects of an interview as well as a step-by-step interview answer builder for crafting answers to behavioral questions.

Log in [here](#) and use the code **TRUEBLUE**.



INTERVIEW ATTIRE – VIRTUAL & IN-PERSON

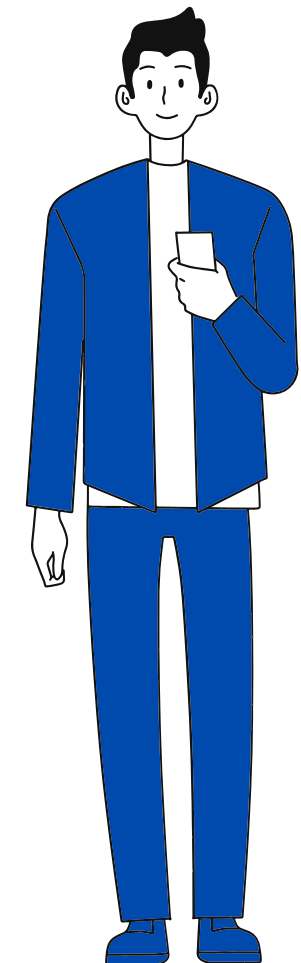
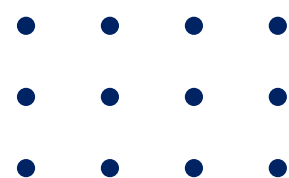


Unless otherwise specified, dress up, not down.

This means that for interviews you should come in business professional attire (and arrive 5-10 minutes early). You need to show that you can be mature and fit in with the company's professional work environment.

Check out some dress guidelines from the Marriott School Magazine [here](#) (pages 8-17). Some start-up companies have a casual dress code at work.

It's always best to check with your recruiter on what to wear.



9 TIPS FOR VIRTUAL INTERVIEWS



1) *Test your technology*

- Check your internet connectivity
- Confirm your camera is working
- Make sure your microphone works
- Making these checks 5 minutes before an interview is risky

2) *Set the Scene and Minimize Distractions*

- Ensure the camera angle is professional (optimal lighting, make yourself the focal point of the view, etc.)

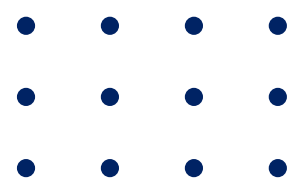
3) *Sit Down Prepared*

- It is the same as any other interview, it's just virtual! Don't go in blind!

4) *Practice, Don't Memorize*

5) *Monitor your Body Language*

- Be professional. Try not to slouch and look engaged! Smile! But don't be creepy.



9 TIPS FOR VIRTUAL INTERVIEWS



6) *Dress the Part*

- Dress for the role you want! Not the one you have.

7) *Make a Connection*

- Do your best to make a personal connection with the person who is interviewing you.

8) *Be Yourself*

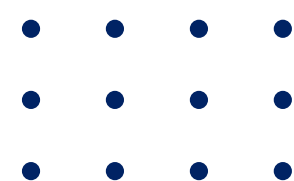
- Yes, you! Companies want to know exactly what they're hiring.

9). *Immediately Follow Up*

- Send a thank-you email to whoever interviews you along with anyone you may have met within 24 hours of the interview.

At the end of the day, virtual interviews follow the same structure as normal interviews, they are just virtual. Go figure! You'll be great as you follow the guidelines.

Remember to practice on Big Interview!



Additional tips at Careerlaunch, Big Interview, and [Indeed!](#)

INTERVIEW QUESTIONS

Remember Big Interview lists the most commonly asked interview questions! Look for common interview questions for your specific company on [glassdoor.com](https://www.glassdoor.com), other recruiting sites, and even [Google](https://www.google.com).

When answering behavioral-based questions ("Tell me about a time when you..."), remember S.T.A.R.

EFFECTIVE STORY TELLING: direct, logical, meaningful and personalized



Do not think of new details as you answer. SAY what you had planned for & END

BEST QUESTIONS FOR THE INTERVIEWER

At the end of an interview, you may be asked if you have any questions for him or her—prepare at least two questions asking for advice. Then ask smart questions.



Advice Questions:

"What's the best way to impress the team I'll be working with?"

"How would you advise me to prepare for this internship?"



Smart Questions:

"Can you tell me a little more about how my role fits into the organization as a whole?"

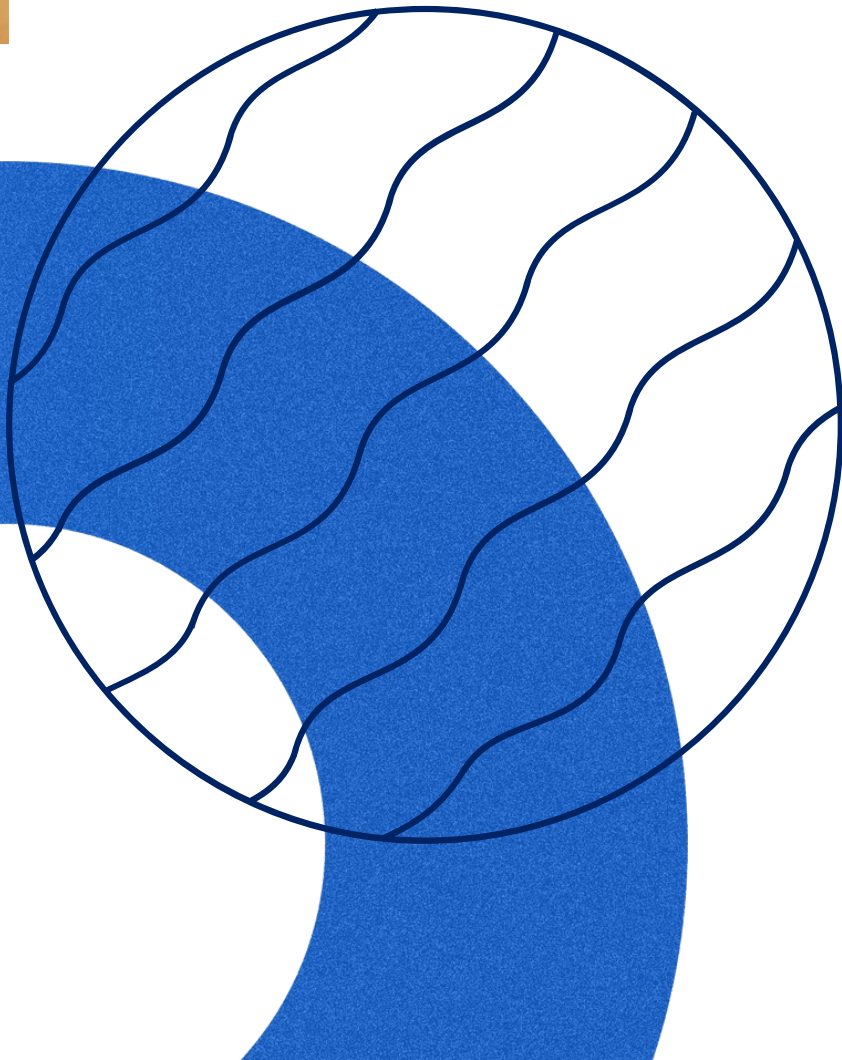
"What do you need a person in this job to do right now to meaningfully contribute to the company?"



Not-so Smart Questions:

"What can you tell me about the company's medical insurance?"

"When could I expect a promotion?"



EVALUATING YOUR INTERVIEW



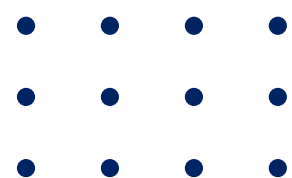
Come prepared with a salary range for the position you are interviewing for, **however, don't be the one to bring it up!!**

Some employers will wait until the offer stage to begin the money conversation, but others will screen for salary range right up front. You should know how much your skills and experience are worth.

At the very end of the interview, don't be afraid to ask, "Based on our conversation today, would you feel comfortable recommending me for the position?"

This will allow the interviewer to explain his or her thoughts about the interview and for you to receive feedback.

Now that you know how to interview, read [this](#) short article to find out some clues that will help you know if you got the job!



AFTER THE INTERVIEW

Thank You

Be sure to say thank you. If appropriate, you may ask the interviewer for a business card. At a minimum, you should send the interviewer a thank you email within 24 hours. A thank you card may be used as well. You want the interviewer to remember you and for the right reasons. This article provides some guidelines about thank you notes.

We also recommend that you give Reid some feedback regarding your interview experience. If Reid is aware that you interviewed with that company, he can advocate for you.

