



Interview Tips

A meme featuring Michael Scott from the TV show 'The Office'. He is shown from the chest up, wearing his signature light blue dress shirt and glasses. He has a serious, somewhat skeptical expression on his face. The background is a blurred office setting. The text is overlaid in a bold, white, sans-serif font with a black outline.

**AM I READY FOR THIS
INTERVIEW?**

**FALSE. THE QUESTION IS, IS THIS INTERVIEW
READY FOR ME?**

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Before the Interview

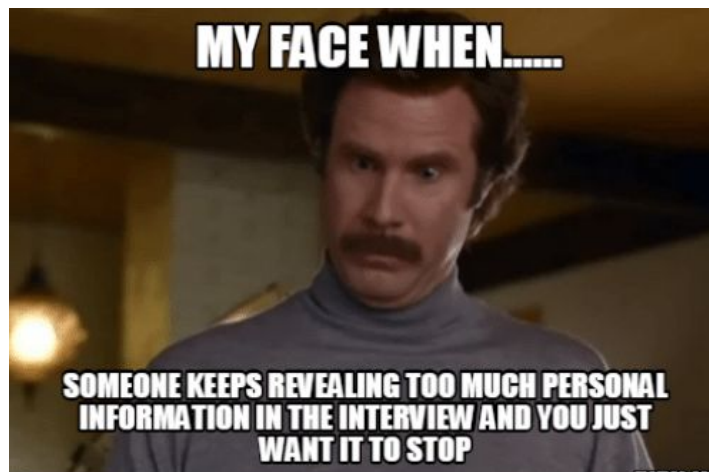
- Research the company and interviewers
- Practice your answers to common questions
- Re-read job description and match your skills to requirements
- Prepare a list of references
- Be prepared with examples of work
- Prepare smart questions for interviewer
- Plan attire night before
- Arrive 10-15 minutes early
- Bring resume copies, notebook, pen

During the Interview

- Treat everyone you encounter with respect
- Good manners and positive body language
- Tie answers back to skills and accomplishments
- Repeat the question if you need to think about how to answer
- Ask the interviewer questions so you appear interested
- Use STAR to answer questions → Situation, Task, Action, Result
- Emphasize willingness to learn and ability to problem solve
- Don't have experience → tie it to something similar that you have done
- Underqualified → demonstrate how your hard work will make-up for lack of previous experience
- Develop a connection with interviewer/company

Questions You Should Never Ask

- What does your company do? → gives the impression you didn't research
- When can I take vacation time? → implies you're not fully committed
- Did I get the job? → you appear impatient
- Can I do this job from home? → can imply you don't like working with others
- What are the weekly hours like/do I have to work on the weekend?
→ try "What is a typical work day like?"
- How long until a promotion? → try "What are the opportunities for growth like?"



After the Interview

- Ask about next steps
- Thank the interviewer for their time
- Give a solid handshake with eye contact
- Give them your business card or do something to make yourself stand out
- Send personalized thank you email



Do's and Don'ts

DO

- Be brief and focused with responses
- Keep eye contact
- Answer the question asked
- Be honest
- Have solutions for weaknesses if asked about
- Fill out a job app in sync to resume
- Dodge the salary question
- Follow up

DON'T

- Speak negatively of previous employers
- Dress inappropriately
- Arrive late
- Bring a drink with you
- Come without doing research
- Undersell yourself
- Come without questions to ask interviewer
- Leave your phone on/out
- "Wing it"
- Act desperate

What is your greatest weakness?



Prep Yourself

Q & A
Practice Questions

Describe your work ethic

**Tell me about the most
challenging engineering problem
you've faced in the past year**

**How do you handle stress
or pressure?**

**How do you handle both
success and failure?**

Describe an experience with a difficult client/team member. How did you handle the situation? What would you have done differently?

What is your expected salary?

**Describe a situation where you
took initiative**

Give me an example of how you applied your problem solving skills to a design challenge

**Tell me about a time when you
didn't meet someone's
expectations**