



Paralyzed Veterans
of America

PAVE

Paving Access for Veterans Employment

Interview Tips



WHAT TO DO BEFORE AN INTERVIEW

Company Research & Position Checklist

Mission Statement & Company Values
Company structure/organization
Leadership and Management

Recent company projects and news stories
Office locations
Position goals and responsibilities

The Day Before and Day-of the Interview

Print several copies of your resume, letter of recommendations, references, portfolio of work (writing samples, etc.), and any other materials employer requested you bring before the interview
Review all materials relevant to interview
Gather contact information, directions, money for any toll fees, etc.

Pick your formal business attire
Make sure to bring portfolio of materials
Plan to arrive 20-30 minutes early before interview
Allow time for traffic and parking
Refrain from smoking before the interview and wearing any strong perfumes or colognes

WHAT TO DO DURING AN INTERVIEW

Impress the Employer with your Knowledge

Show how you did your “homework” of the company and the prospective position

Ask questions during the interview if interviewer/s talk about something you are interested in and want to learn more



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Interview Tips cont.

WHAT TO DO DURING AN INTERVIEW

Think about your behavior

- Convey enthusiasm, energy, and respect
- Shake hands and make eye contact
- Use words and time wisely
- Take time to think before speaking
- Ask your interviewer/s if it's fine that you take notes during discussion

- Ask 3-5 questions at end of interview that you prepared to ask and weren't covered during the interview
- Don't ask about salary or benefits
- Collect contact information
- Ask what the next steps are in the interview process

WHAT TO DO AFTER AN INTERVIEW

After the Interview

- Review your notes from the interview
- Submit any information or documentation requested during the interview
- Send a thank you note via email to all interviewers



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Phone Interview Tips

WHAT TO DO DURING A PHONE INTERVIEW

Do

DO try to keep any kids and/or pets occupied and turn off any background noise
DO use a landline phone if you have one, instead of your cell phone. That way, you'll eliminate the possibility of poor reception or dropped calls
DO keep a glass of water handy, in case your mouth gets dry

DO have your resume in front of you
DO smile and sound enthusiastic
DO speak slowly and enunciate clearly
DO take your time - it's perfectly acceptable to take a moment or two to collect your thoughts
DO take notes during discussion
DO ask 3-5 questions at end of interview that you prepared to ask and weren't covered during the interview

Don't

DON'T smoke, chew gum, eat, or drink
DON'T interrupt the interviewer

DON'T sound bored
DON'T try to talk through the silent pauses



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Skype Interview Tips



WHAT TO DO DURING A SKYPE INTERVIEW

Do

DO a trial run-through to make sure your camera, speakers and mic on your laptop/computer are working

DO dress professionally

DO choose a good location and check the lighting before your interview

DO keep kids and/or pets occupied during your interview

DO look into the camera and make sure you are speaking loudly and directly to your interviewer

DO smile a lot during the interview

DO take notes during discussion

DO ask 3-5 questions at end of interview that you prepared to ask and weren't covered during the interview

Don't

DON'T overlook your background

DON'T look preoccupied with other things in the background