TIPS FOR SUCCESSFUL JOB INTERVIEWS

Do you have a job interview but aren't sure how to begin to prepare?
The tips and advice below will help you get started!

TYPES OF INTERVIEWS

Pre-screening interview	brief discussion on the phone
Panel interview	structured conversation, questions go both ways (most common type)
Group interview	newer concept, around 2.5 hours with 20 people, sectioned into 1:1 interviews and small group tasks that are looking to see how you react in a team setting and how you handle stress
Virtual interview	Skype, Google, FaceTime, Zoom
Presentation	not often done

HOW TO PREPARE FOR YOUR INTERVIEW

- Research the company by visiting their website and social media pages.
- Make sure your resume/CV is updated and accurate.
- Brainstorm your strengths and areas of improvement—do not focus on weaknesses but where you have improved to provide answers to interview questions.
- Brainstorm answers to common interview questions, such as dealing with conflict and forms of communication with coworkers.
- Run through a practice interview with friends or in front of a mirror.
- Choose a neat and casual outfit.
- Arrive early so you have time to relax before the interview begins.

HOW TO STAND OUT

- Have confidence.
- Be respectful.
- Share your passion.
- Be honest and think quickly.
- Speak clearly and maintain eye contact.
- Show pride for your accomplishments.
- Ask questions—pull from organization research or ask about training opportunities.
- Share what you can offer that someone else might not be able to offer.
- Do not talk negatively about previous employers or give one-word answers.

SAMPLE INTERVIEW QUESTIONS

- Why do you want to work at this organization?
- What strengths can you bring to the position?
- Why should I choose you? (Be open and honest without being cocky.)
- What is a good example of how you have dealt with a challenge? What did you learn from that situation?
- You may also be asked scenario-based questions to find out how you manage your time, how you prioritize demands, and how you work on a team.

VIRTUAL INTERVIEW TIPS

- Check your internet connection, software, and equipment prior to the interview.
- Ensure your camera is set up to frame your face with nothing distracting in the background.
- Choose a location that is quiet and has optimal lighting.
- Have a printed copy of your resume/CV so you are not toggling windows.
- Have a notebook and pen to show that you are taking notes.
- Be sure to have a professional username and email.
- Silence your phone and computer notifications.
- Send an email thank you following the interview. Include any follow-up questions.

This information was compiled from one of Sigma's Early Career Nurses Series webinars, titled Tips for Successful Job Interviews.

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