



GUIDE TO GETTING HIRED.

IN PERSON & VIRTUAL INTERVIEWS



Grow your confidence with these valuable tips for interviewing in a competitive job market.

WHEN I TIP - YOU TIP - WE TIP



TAKE A DEEP BREATH

You got the interview! There is a reason why they brought you in.



BE ENTHUSIASTIC ABOUT THE POSITION AND THE COMPANY.

Show your interviewer that you really want the job.



ANSWER ALL QUESTIONS CLEARLY

Refer to your prep notes to keep your mind organized.



QUANTIFY YOUR EXPERIENCE

Stress specific facts, figures, and measurable accomplishments.



DEFER TO ATRIUM FOR SALARY OR BENEFITS DISCUSSIONS

Remain open. Let your recruiter handle these sensitive negotiations.

How you present your story and communicate your experience is what will differentiate you from other equally-qualified candidates.

01

Know the **job description**.

First, print out the job description of the position you are interviewing for. Next to each of the responsibilities, jot down specific examples of how you've performed each task. You won't necessarily have to recite each one, but you never know which expectations of the role (and your experience) are going to be discussed.

02

Be prepared to talk **job history**.

On your resume next to each job, list the following: Skills you developed in the position, what you loved most about it, a successful project you completed that you're most proud, and a difficult project or near miss that you'd love another shot at. While some people think you can get away with reading right from the resume in a virtual interview, be sure to engage in the conversation and have specifics to share.

03

Identify positive aspects of your **career transitions**.

Make note of why you transitioned from one job to the next. While "more money" might be the main reason, be sure to highlight new skills or opportunities you were hoping to gain or enhance through the new role.

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04

Interview the **interviewer**.

Have at least 3 questions prepared to ask the interviewer about the role and their company. Be sure to ask questions that can help you learn more about the position, make you look informed and give you a better idea of where you stand with the interviewer. Consider asking the following: What is the biggest challenge that someone in this role will face? What are the primary goals you would want this person to accomplish in the next year? Do you have any reservations about my background or ability to do this job well that I can address or further clarify?

05

Do your **research**.

List one major reason why you want to work for the company, aside from the actual position itself. This job fits within a very specific organization, with its own identity and culture. Hiring managers want to recruit people who aren't just "capable" of doing the job, but who really want to work for the organization. Do enough research about the company to be able to answer the question, "Why do you want to work here?"

06

Connect with your **recruiter**.

Your recruiter is here for you as a resource for further insight into the company culture, who you're meeting with, and what to wear. Don't hesitate to reach out to them if you have any questions or needs along the way.

Prepare for some quality face time.

VIRTUAL INTERVIEW TIPS

DOWNLOAD THE APP IN ADVANCE

Find out if your interview will be on Zoom, MS Teams, WebEx, etc beforehand. Download the app in advance and call a friend or recruiter to check your audio and video. While you are at it, have them ask you some practice questions.

DRESS TO IMPRESS. LOOK BETTER. FEEL BETTER.

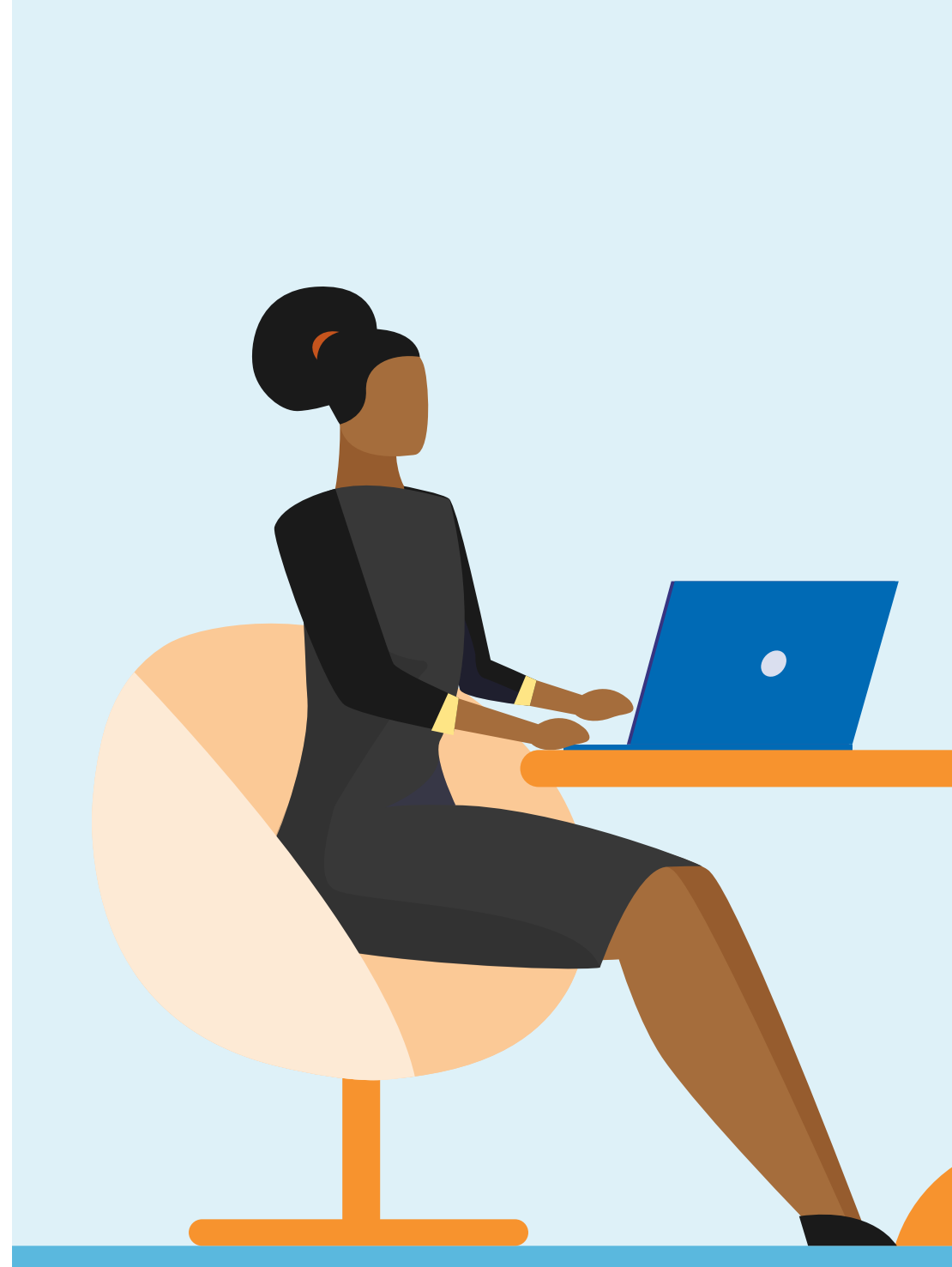
Even though you are on the screen, it is still imperative that you show the interviewer your best self.

SET UP YOUR SPACE

Be sure your environment is not too flashy or distracting. You can always use a virtual background and mute if necessary.

RESTART YOUR COMPUTER

You don't want to lose connection!. Make sure your equipment is charged and does not have too many things running that will slow down or delay your conversation.



How you present your story and communicate your experience is what will differentiate you from other equally-qualified candidates.

Explore common interview questions.

Review the questions below and have well thought out answers for most of them. Feel free to jot some bullet points down near your resume ahead of time, but be sure not to read directly from your notes.

1. What are your strengths?
2. What are your weaknesses?
3. Why are you interested in working for [insert company name here]?
4. Where do you see yourself in 5 - 10 years?
5. Why are you looking for a new job?
6. Why was there a gap in your employment between [insert date] and [insert date]?
7. What can you offer us that someone else can not?
8. What are three things your former manager would like you to improve on?
9. What accomplishment are you most proud of?
10. Tell me about a time you made a mistake.
11. How did you hear about this position?
12. What would you look to accomplish in the first 30 days/60 days/90 days on the job?
13. How would you describe yourself.
14. Tell me how you handled a difficult situation.
15. Why should we hire you?
16. How would you deal with an angry customer?
17. Give a time when you went above and beyond the requirements for a project.
18. Who are our competitors?
19. What motivates you?
20. How do you handle pressure?
21. What are your career goals?
22. What would your direct reports say about you?
23. What are some of your leadership experiences?
24. What do you like the most and least about working in this industry?
25. What questions do you have for me?

Follow up with a thank you note.

A follow-up email is more than a courtesy, it's imperative. Always send your thank you note to your Atrium recruiter to proofread before sending to the interviewer. When writing your thank you letter, here are a few points to consider:

THE GREETING

Many candidates will use “Hi Mr. XXX or Mrs. XXX” as their intro. You wouldn't call your boss Mr. or Mrs., so address the interviewer by their first name. Also, “Hi” is too casual so always start with “Dear XXX....”

DON'T USE FILLER WORDS

Keep the conversation specific and professional. Brevity is key, so don't fill your letter with fluff.

EVERY INTERVIEWER GETS A NOTE

Each person you meet with should receive an individual note that includes something unique from your conversation.

EMAIL OR HANDWRITTEN

Today in most industries, a well-crafted email thank you note is appropriate. If you are adamant about sending a hand-written note be sure to send both.



YOU GOT THIS



Administrative Support

Creative & Marketing

Customer Experience

Fashion & Retail

Finance & Accounting

Healthcare

Human Resources

Information Technology

Real Estate

Salesforce

Scientific

Supply Chain, Operations & Logistics

The interview is over, now what? Call your recruiter. They are excited to hear from you.

First and foremost, we're Applicant-Centric. For more than 25 years, we've approached staffing from the job seeker's perspective. Our mission is to find people jobs they love and create custom solutions for our clients' toughest business challenges.

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