

Interview Tips

Guidance for In-Person and Virtual Interviews



Vision
with
Heart

A Warm Welcome from Your Recruiting Team

We know interviews can feel daunting, but we're here to help you succeed! Preparation is key, and we want you to feel confident and ready to shine. Our tips below are designed to help you put your best foot forward, whether your interview is in-person or virtual.



Interview Tips

- **Start with the Job Description:** Review the essential functions listed and think about examples from your work history that show off your transferable skills. Reflecting on your experience ahead of time will help you highlight what makes you competitive for the position.
- **Preparation Leads to Progress:** Rehearse responses to common interview questions. Focus on specific examples from your work history to share during the interview. Practicing in advance helps you present your thoughts confidently and clearly during the interview.
- **Be Confident in Your Preparation:** It's normal to have nerves—everyone does! Take deep breaths, rely on your prep work, and believe in yourself. You've got this!
- **During the Interview:** Your main task is to sell yourself—your abilities, your accomplishments, and your potential. Balance talking about your individual contributions with examples of teamwork. If you need a moment to think about a question or would like it repeated, that's perfectly fine. It's always better to give a thoughtful answer, so don't be afraid to ask!
- **Honesty Is the Best Policy:** Be truthful and accurately present your skills and experiences. Interviewers appreciate honesty, and it helps you build trust from the beginning.
- **Conciseness is Key:** Keep your answers clear and concise. If your interviewer wants to know more, they'll ask follow-up questions for further detail.
- **Handling Questions About Challenges:** Expect questions about times you weren't successful or received feedback. These aren't negative—they help interviewers learn how you handle challenges and respond to feedback. Answer with honesty and confidence, and share what you learned from the experience.
- **Follow Up with a Thank You:** Sending a thank you note after your interview is a thoughtful touch that hiring managers appreciate!

Elevator Pitch

- An elevator pitch is a concise, 30-60 second introduction that highlights who you are, your educational background, and your professional experience at a high level. This quick summary is ideal to share when an interviewer says, “Tell me a little about yourself.”
- You can begin by stating your name and briefly mentioning your education. Include the number of years of work experience you have in the industry, note key career accomplishments, and share where you most recently worked and your position. Aim for a polished yet genuine delivery, summarizing your story in a few sentences. Remember, this is just an overview. Your interviewer will follow up with questions if needed.
- For example: “I’m Zoey, a content creator with three years of experience in the pet food sales industry. While working with my previous team, we increased our social media followers by 60% and grew sales by 40%. I’m passionate about building connections through creative and heartfelt content that resonates with animal lovers. I’m excited to join a team where I can use my skills and experience to contribute to the company’s growth.”
- To make a lasting impression, showcase your relevant work experience and highlight your strongest skills. Stay humble and authentic, and leave your interviewer interested in learning more about you.

In-Person Interview Tips

- **Arrive Early—but Not Too Early!** Plan your journey carefully and aim to arrive about 15 minutes early. This demonstrates punctuality without being overly eager. Arriving much earlier might catch your interviewer off guard.
- **Dress to Impress:** You don’t need a suit to stand out, but make sure you look professional and polished. Your outfit should reflect your respect for the opportunity and help you feel confident as you enter the interview.
- **Body Language Matters:** Maintaining strong eye contact, sitting upright and facing your interviewer, and using positive nonverbal cues, such as smiling, nodding, and purposeful gestures, showcase your enthusiasm and engagement. These simple actions reinforce your confidence and professionalism, helping you make a memorable impression throughout the interview.

Virtual Interview Tips

- **Check Your Technology:** Test your internet connection, camera, microphone, and any necessary software in advance. Make sure everything works smoothly before your interview starts.
- **Find a Quiet, Professional Setting:** Choose a well-lit, distraction-free space. Make sure your background is neat and your environment is quiet so you can focus and present yourself professionally.
- **Elevated Outfit:** Even though you’re not on-site, choosing polished attire helps you feel confident and creates a positive impression with your interviewer. Avoid overly casual outfits.
- **Engage with Body Language:** Look into the camera, smile, and use appropriate gestures to convey enthusiasm and confidence—even on screen.