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TOP

20

INTERVIEW TIPS

When it is time for your interview,
are you ready make a good
impression?

20 Tips on How to Land Your Dream Job
During the Interview Process

1

Learn New Technologies Referenced in a Job Description

Virtual training is at our fingertips. Are you shaky on some of the skill sets listed in the job description? Take some time before the interview to take advantage of online training courses or videos that will help you show you are a good fit for the role.



2

Research the Company

Research that guides the answers to your questions to show that you do fit the company culture will make you stand out as a candidate. Research can also help you prepare for the interview in other ways. For example, when you understand the company's culture, you can dress better for the interview.



3

Research Individuals Involved in the Hiring Process

Check out the company's website and search for interviewers on LinkedIn.

This may spark unique questions that show them you've done your research as well.



4

Customize Your Resume to Fit the Job and Company

By customizing your resume to exactly what your potential employer is looking for, it saves them the time of having to ask about what they are seeking during the interview.

Employers appreciate a proactive approach.



5

Be Prepared and Have Unique Questions Ready

Preparation helps you appear cool and calm as a result. A good interview question does two things: It lets the interviewer know you put some thought into your questions. It increases your knowledge, allowing you to assess further if the position and company are the right fit for you.



6

Dress for Success

It is far better to come to an interview overdressed than underdressed. Dressing professionally also impacts us psychologically – if your job interview attire makes you feel confident, enthusiastic, and powerful on the inside, it will show on the outside.



7

Leave Your Cell Phone in the Car

Cell phones should be out of sight and turned off. If you must bring your phone to your interview, keep it on silent and don't take it out until you have left. Having a cell phone in sight sends the signal that you're not focused 100% on the interview.



8

Bring Extra Copies of Your Resume

Bringing a hard copy does two things—it refreshes their memory of why they chose to interview you, and it makes you look prepared for anything. You should always bring two to three copies of your resume so the person you're meeting can have it in front of them throughout the conversation.



9

Arrive 15–20 Minutes Early

Arriving 15 to 20 minutes before your scheduled interview is acceptable and allows you to relax. If they ask you to get there 15 minutes prior to your interview to fill out paperwork, get there 25 minutes early.



10

Treat Everyone with Respect – From Admins to the CEO

Everyone has their own distinctive role and function that helps their company succeed as a whole. By recognizing everyone's value in the workplace, you encourage teamwork and a cohesive workflow – ideas that employers find important.



11

Be Personable, Professional and Outgoing

Employers want to know that you are qualified for a position, but they also want to know how well you'll fit in with the company culture. ... Thus, the more personable you are and the more you connect with the interviewer, the better your chances are of being selected for your dream job.



12

Be Strong and Confident When Speaking

Avoid the phrase like, "I think I know . . ."

Confidence is a big part of preparedness, and the role you're interviewing for will most likely require you to be decisive and confident so you can get things done.



13

Sell Yourself and Why You are the Best Person for the Job

Be specific about why you feel you'd be a good fit for their company. Selling yourself in an interview means taking steps to convince the hiring manager that you would be a valuable company asset. When you meet an interviewer, make it a goal to present yourself as the best person for the job.



14

Avoid Talking Negatively About Previous Experiences

The company may perceive you as a potentially divisive influence, who when the going gets tough may fall back to your established habit of blaming your employer first, spreading negativism and harming the morale of your coworkers.



15

Be Unique in Your Messaging and Answers

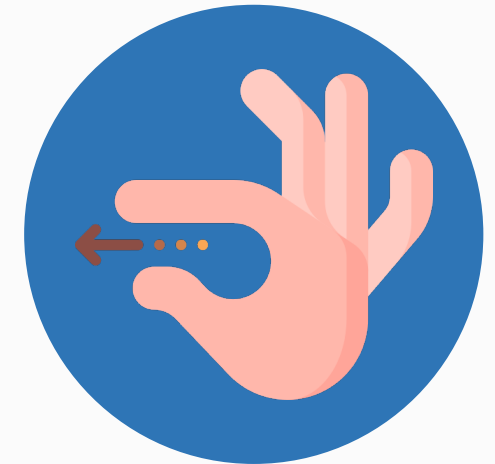
Employers are always looking for unique and thoughtful people to add to their workplace. By showing them you think outside the box during your interview, they will see you as a valuable prospect to add to the team.



16

Make Small, but Impactful Impressions

Don't come off too strong in an interview, or you may come across as conceded and unwilling to learn. Show your knowledge and skills in a subtle, helpful way that will make a lasting impression.



17

Don't Give Generic Answers

Generic responses do not reflect your personal accomplishments and experience. By including details about your own personal experience, it shows that you can reflect on the past to learn how to handle situations better in the future.



18

Add a Personal Touch When Possible

Workplaces appreciate diversity now more than ever. Let your personality shine through to win over interviewers from the start.



19

Show Interest and Enthusiasm

Employers want to hire people who care about the work they do, are driven to be the best they can be, and can spread that enthusiasm to their coworkers. Show that you exude those qualities in your interview, and you'll be well on your way to landing your dream job!



20

Follow-up with a Thank-you Letter

By following up with a thank you letter, you are reminding your potential employer that you are a thoughtful person, while expressing gratitude for them taking the time to speak with you – traits that are certainly valued in the workplace.





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