Keep fit It is a good idea to keep active by playing a sport or maintaining an exercise regimen. This is especially true if you are unemployed. It’s proven that exercise reduces stress, gives you energy and supports a positive outlook. A great attitude can help get you a job even when you may be competing against candidates with more experience. Make the extra effort to be pleasant, flexible and responsive.

TECH INTERVIEW TIPS

The interview process can be very exciting, informative and also stressful. The following are some practical suggestions for things you can do to show off the talented and wonderful person you are, and demonstrate to an employer that you are the best person for the job.
**Do your research** Your recruiter is a great resource for getting details of the job, the background of the interviewers and historical information of the company you’ll be seeing. However, do not rely solely on your recruiter for everything. Do your own research on the company so you can know how best to target yourself for the particular role.

**Check your commute** Make sure you know where you are going and plan when to leave to make sure you leave time for unforeseen traffic or MTA delays. Bring along your recruiter’s and interviewer’s contact information just in case you’re delayed.

**Plan your outfit** You always want to look your best in clothing that makes you feel confident. If you go in a suit make sure it is wrinkle free and doesn’t have the mustard stain from your last company outing. If you are still working and your typical work attire is casual you might want to take the day off so you can dress the way you would want without bringing attention to yourself. If you can’t afford to take the day off, speak with your recruiter and ask them if it is ok to go casually dressed. Your recruiter can then advise you what is best. Bottom line, if you must go casually dressed, the employer should know that you are not being disrespectful or because you just don’t know any better.
INTERVIEW DAY

Arrive early Give yourself about thirty minutes leeway before the interview to arrive. If you get there really early, that’s fine. You can use the extra time to do a pit stop at a coffee shop to make sure you are still presentable from your trip and go over any last minute interview preparation. While you are there get a caffeinated beverage, to help get your synapses firing and boost your energy. This is especially important for those early morning or late day interviews. Arrive at reception ten minutes before the scheduled time and DO NOT ASK TO USE THE BATHROOM! Take care of that beforehand. You do not want to keep the interviewer waiting or thinking about where your hand has just been when they’re shaking it.

Purpose of the interview An interview gives both parties the opportunity to find out if you could do the job, what it would be like to work together and if you have the personality that matches their culture. Your job is to help them discover who you are. The easier you make it for them to figure that out, the better chance you will have a successful conversation.

Be enthusiastic Show the interviewer that you are impressed with their position in the firm. When the interviewer sees you’ve done your homework, have a basic understanding of the role, and know the latest company information, your candidacy will be treated more seriously. It is understandable for you to be a bit nervous. It can actually add to your sharpness, increasing your adrenalin and surprisingly make you a more endearing candidate. Being friendly and enthusiastic can also do wonders to make up for any potential resume or experience shortfalls.
**Non-verbal communication** Your body language can be just as important as what you say. Make sure when you answer questions you look the interviewer in the eyes and not at their shoes or at the pigeon in the window. If you are performing an exercise on a white board make sure you turn to address them as you explain your work. If you are sitting, don’t close yourself off by crossing your arms. Sit up straight and lean forward to show energy and interest.

**Answer briefly** Besides being prepared for a tech out, be ready to answer open-ended non-technical questions as well. How you answer these questions is critical to having a positive interview performance. Here are a few you should be prepared to answer:

- Tell me about yourself?
- Why are you looking for a new job?
- Explain a situation that was difficult and how you handled it?
- Tell me about a project that you are especially proud of?
- What are your strengths and weaknesses?
- If I asked your most recent boss about you, what would they say?

Give the interviewer the information they need but without going over board. At the same time, you need to be just as careful you don’t give simple one-word answers either. Interviewers ask questions to help initiate a conversation so they can get an understanding of what you would be like to work with, your knowledge and the methodologies you use. Yes or no answers do not help. If the interviewer has to “pull teeth” to get you talking, the feedback usually ends up as “not a fit”. Lastly, make sure you show that you are excited and passionate about your work.

**Reason for pursuing a new opportunity** Do not speak negatively about current or past employers. To avoid the possibility of giving the wrong impression, focus on reasons that are not about money, but more about the role they are offering and how it fits with your career goals.
Ask pertinent questions Making a connection with your interviewer is essential to becoming a memorable candidate. This is not the time to find out if they offer sick days or if they pay for industry conferences. Some questions you might consider asking given the opportunity might include:

- What kind of project would I be involved in upon starting?
- What are the first year goals or expectations for me in this role?
- What plans do you have to grow the group or company the next few years?
- What the interviewer likes best about the company?

The Tech Out Different interviewers use different testing methods. Some may give you a coding problem and have you solve it on a whiteboard. Most times they don’t care as much about a correct answer as they do about the process you use or the questions you ask. Other interviewers will leave you alone in a room and have you solve a coding problem on a computer or on paper. Still others will ask more academic textbook questions, having you answer definitions of technical terms or processes. Interviewers also may have you discuss your past projects and ask why you chose that approach or tool.

Be up front Explain the technologies you have real experience with and what technologies they use that you have not used but could learn quickly. If you don’t know the answer to a question, be honest and don’t try to cover up experience you do not have. Instead, explain a past experience with a similar software product or domain when you had to quickly learn a new methodology or technology. This is far better than stumbling through and answering incorrectly, making you an unattractive prospect.
Bring supporting documentation If you have code samples or other documentation that would give them a better idea of your skills, bring along your laptop and offer to show them or give them a prepared disk that you can leave if there is not enough time for you to go over it with them. Of course, do not show them any code that is proprietary and owned by a former employer, especially where you have signed documents that preclude you from sharing it. The interviewer could wonder what you might do with their information, putting your ethics in to question.

Compensation It can be one of the most important determining factors in your decision to accept a new job. How you value yourself is also one of the most awkward topics to discuss on an interview. When you are answering questions regarding your current or most recent compensation, it is important that you are accurate and forthcoming. You do not want to fumble away the opportunity by not being honest. Be sure when you provide them your current compensation, you let them know you are interviewing with them based on your sincere interest in their opportunity and that you would be open on compensation if things were to proceed positively towards an offer.

Conclusion of the Interview When the interview comes to a close, thank them for their time and ask when you might hear from them. Also, tell your interviewer to reach out to you or your agent if they require any additional information about your background or experience.

Call your recruiter While the interview is still fresh in your mind, call your recruiter to tell them your level of interest and let them know your impressions of how it went. If you feel some aspect of the interview was not as expected such as being interviewed for the wrong job, discuss this with your recruiter immediately so they can contact their client to make sure a decision isn’t based on erroneous information.


**INTERVIEW FOLLOW-UP**

**The Thank You** The day after the interview is when you send a brief thank you note. Now here is the hard part, you have to do it in two paragraphs at most. If you did well on the interview you don’t want to lose momentum with an impersonal form letter you copied from the Internet. This email must be a custom letter written only for them based on your interview experience. Besides thanking them for their time, the follow up note is an opportunity to reemphasize skills or experiences that were not adequately discussed in the interview. Remind the interviewer of the unique qualities you can bring to the position. Offer to provide them with any additional information and return for further interviews if needed. This letter should be emailed to the people you met with. If you did not get the contact information of everyone you met, address it to the main interviewer and ask them to pass along your interest and thanks to the others.

**Before you hit “send”** Double-check your email for spelling and grammar mistakes and do not send the note from your smart phone! It is not as smart as you think and you may hit the wrong buttons. Many successful interviews have gone the distance only to end in a final rejection after a follow-up correspondence had errors in it. This can be an especially blatant mistake if you spell the company or interviewer’s name wrong after pointing out your attention to detail.

**Persevere** Stay positive and do not stop your job search by placing all your hopes on getting one job since in this world of constant change nothing is done until it is done. We hope that by providing this booklet of interview tips you will be more prepared, less stressed and get the job you want.

**Good hunting!**
we speak
your language

654 madison avenue new york, ny 10065
212.759.6400