



%o 6i g]bYgg'W]gi U`]g'h\Y'k Umhc '[ c''9j Yb'h\ci [\`nci f]bhYfj ]Yk `]gj ]fhi U'nci g\ci `X'hfmihc `VY'Ug'dfYdUfYX'Ug'dcgg]V`Y''D]W`ci hnci f]bhYfj ]Yk `Uh]fY`U\YUX'cZ]a Y'UbX'a U\_Y'gi fY nci `Uj Y'Yj Yfnt\]b[ `WYUb'UbX'fYUXmihc '[ c''H\Y'[ cU`]g'hc `UddYUf'a Uhi fYzdfcZYgg]cbUz'UbX'k Y`! [ fcca YX `k \]Y'gh]`ZY]b[ `Vt'a Zc:fHUV'Y'UbX`\_LY'nci fgY'Z'Gca YH]b[ `hc `Vt'bg]XYf.'gc`]X'Vi Ygž [ fYybž'UbX'di fd'Yg'g\ck `k Y`'cb'h\Y'gVfYyb"

%o 'A U\_Y'gi fY'nci `HU\_Y'h]a Y'hc'h\]b\_`UVci hk `Uh'h\Y'bhYfj ]Yk Yf'k ]`gY'VY\]bX nci "" Zdcgg]V`Yz'd]W`U'ei ]Yh'z'df]j UH'gdUWz'Uk Umz'fca `X]ghfUW]cbg'h.Uh]g'U`ck `hc `bc`hfUZZ]W`YX'UfYU Vmch\Yf'dYcd'Y']b'nci f`\ca Y""A U\_Y'gi fY'nci f'VUW`Xfcd ]g'h]Xm]UbX'Udd'fcd'f]UH'""8YdYbX]b[ `cb'h\Y j ]fhi U'd'UhZcfa `nci `UfY'a YH]b[ `cb'nci `a UmU'gc'VY'UV'Y'hc'Vi f'nci f'VUW`[ fci bX'Vi hnci fi'bYX'hc Z[ i fY'h\Uhci hVYZc'fY\UbX""Gca YH]b[ `hc `Vt'bg]XYf.'d'UW'U`Ua d'VY\]bX'nci f'Vt'a di hYf'gc'h.Uhnci f

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### Tips for a smooth interview

- %o **Make a positive impression from the start.** From the moment the interview starts to the moment it ends, be positive, friendly, and professional. You may try to position the camera on your computer at eye level so that you are giving the impression of eye contact. Make sure your name on the virtual platform is your full name and not a nickname.
- %o **Be concise, but thorough.** Think about the questions the interviewer is asking and try to answer them completely. The goal is to share enough details of your skills and experiences to help the interviewer make a good decision—while keeping your responses as short and sweet as possible. Perhaps use sticky notes to write down talking points that you can stick on your screen instead of looking through papers or having to navigate to another screen.
- %o **Be honest.** If the interviewer asks a question and you're stumped on the answer, that's okay. Don't try to fudge it. Just express that you don't know, but you'll consider the question carefully for future knowledge.
- %o **Ask questions.** Remember the questions you prepared—and work them into the interview as appropriate. As the interview comes to a close, show your interest by asking about next steps and when you expect to hear from the interviewer about his or her decision.
- %o **Follow up.** Always send a thank-you note after an interview to show your appreciation for the interviewer's time. Handwritten notes always stand out, but email is okay too. And be sure to provide any additional information (such as school transcripts or professional references) requested right away.