Quick Tips For Interviews

1. Take a look into what you are applying for
   - Research the position and the organization
   - Generate specific questions about the position you are interviewing for

2. Take a deep breath
   - Before you begin speaking, take a deep diaphragmatic breath in through your mouth. You may be surprised how much this can relax you and control the pace of your speech

3. Take notes
   - Bring a notepad with you to take notes about the interview. This shows you are studious and detail-oriented
   - It is common to forget details due to the stress of the interview, so taking notes helps you keep track

4. Take your time answering
   - Don’t be afraid to take your time thinking about a question before answering. It shows that you are thoughtful
   - An answer that you have thought about will sound smarter than one you rattle off too quickly!
1. Dress as it were live

2. Look in the camera, not at the screen!

3. Choose a well-lit, non-distracting background

4. Test your program and AV beforehand

5. Know your plan B if you have computer problems