

# Tips for Interviewing

In-person or Virtual

## Bring multiple copies of your resume

If your interview is in person, bring at least 10 copies of your resume. If it is virtual, it is a best practice to email your resume to the interviewer ahead of the interview. Take this opportunity to let them know you're looking forward to the conversation.



## Be on time

- Double check the address or online meeting link.
- Plan to arrive at the office building at a minimum of 30 minutes before the meeting starts. If interviewing in a large city, take into account traffic and transportation delays. \*Do NOT go into the office until 10 minutes before.
- If you're driving to the interview research parking and have a plan.
- Online interviews should arrive 2 minutes early and are aware of background interruptions. If possible, try to secure a location without distractions.
- DO NOT BE LATE!!

## Best practices:

- Bring with you a notepad and pen.
- Firmly shake hands and make eye contact with everyone you meet.
- Research the company and position.
- Clarify "selling points", why are you right for this job?
- Prepare for common interview questions.
- PRACTICE!
- Have a statement prepared to answer, "Tell me about yourself".
- Listen and use body language cues to respond.
- Be prepared to answer behavioral questions like, "Tell me about a time when...".
- Have questions prepared to ask your interviewer(s).
- Send a thank-you email to your interviewer(s).

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## Attire

Use your best judgment to dress appropriately for the position. If your interview is business professional consider wearing a suit jacket and pants/skirt in solid, dark, or neutral colors. Keep cell phones turned off and personal items away. It's all about the first impression and when you look good you feel good.

