



THE MOM PROJECT

How to Nail Your Next Interview

IN-PERSON INTERVIEW BEST PRACTICES

The Mom Project is dedicated to helping you find professional success and happiness – on your terms. Your success is our success, and we are here to guide you through your career search. That's why we are excited to share this short guide to help you prepare for your next interview. Your dream job awaits!

DRESS FOR SUCCESS

- When going to a job interview, dress appropriately for both the company and the culture. [Click here](#) to get an idea of what to wear for your interview.
- If your “interviewing” attire has been sitting in a closet for a while, make sure you get it cleaned, pressed, and tailored ahead of time.

PRINT YOUR RESUME

- Come prepared and bring along five printed copies of your resume; you never know who might drop into your interview! Keep your resumes in a folder or binder to keep things tidy, and bring a paper and pen as well so you can take notes.

SILENCE YOUR PHONE AND SKIP THE GUM

- Make sure to turn off your phone and tuck it away before the interview begins, and keep personal items (like sunglasses and keys) out of sight.
- While this one is simple, don't chew gum during your interview!

BE PREPARED

- Make sure you know where your interview is taking place. Check traffic around the time you are scheduled to interview so you can plan accordingly. Arrive at least 15 minutes early to find parking, go through security, and locate the right building, floor, or office.
- Do your homework! Know who you are interviewing with and their role at the company. Check out their LinkedIn profile and prepare relevant questions about their responsibilities, the team, and so on.
- Make sure you have some background information on the company. Read through their “About Us” page and browse through recent news articles.
- Practice your pitch. Make sure that you have carefully read through the job description and can relate your past experiences to the role's responsibilities.
- Prepare questions and have them handy in case you need them – but don't read directly from the list! Stumped? [Check out this list](#) of questions for inspiration.

BE GENUINE AND POLITE

- If you do not know the answer to a question or do not understand it, it's okay to ask the interviewer to repeat the question or to simply say you don't know the answer – but remember to revert back to what you do know and reassure them that you are willing to learn.
- Stay positive! Do not talk negatively about a previous employer, colleague, or manager.
- Always let the interviewer finish their question before you answer; do not cut them off.

TAKE NOTES AND SHOW INTEREST

- Do not be afraid to take notes during your interview – but not so much that you are constantly staring at the sheet of paper instead of the interviewer in front of you. Feel free to draft some questions or jot down some points that struck a chord with you. This will show the interviewer your interest and engagement.
- At the end of the interview, wrap up by thanking the interviewer for their time, voice your interest in the company and the position, and reinforce your excitement.

SAY THANKS

- Thank the interviewer for their time by writing a short email that expresses your interest in the role and add a quick line about something mentioned during the conversation. Keep it short but sweet (3 to 4 paragraphs is ideal) and send it to your contact at The Mom Project. We will pass it on to the Hiring Manager.
- Need inspiration? Check out these examples: [Example One](#), [Example Two](#), [Example Three](#)