

Interview Tip-Sheet

Interview Tips from GSA Staff:

1. Prepare for the interview, don't just "wing it"! Study the position description, research the agency and location, review your resume and application materials, and try to anticipate the types of questions you will be asked.
2. The interview is also a chance for you to determine if the position is right for YOU, so be prepared with questions to ask.
3. Keep your resume and application and/or a set of notes near you as you interview, to make sure you cover key points in your background and experience.
4. Keep paper and a writing utensil near you so you can take notes, transcribe lengthy questions, or write reminders to yourself during the interview (but don't let note-taking become a distraction).
5. Before the interview (preferably when you are scheduling it), ask some basic questions about the interview format, length, and panel so you know what to expect.
6. Since you will be interviewed over the phone, make sure you are free of distractions, interruptions, and noise. Keep your responses focused on the questions being asked.
7. Be very specific with your responses and use concrete examples whenever possible. For example, don't speak in just general terms about being a good team-player. Instead, give a specific and recent example of an instance where you were a team-player.
8. At the close of the interview, if they ask if you have anything else to add, say something! Be prepared to add a closing remark, and thank them for the interview.
9. It IS okay to follow up after an interview (unless you are specifically requested NOT to). It is not a sign of "desperation", but an indication that you care about the position.
10. Relax, and if you don't do so well, chalk it up as "practice" for your next interview!

Links to General Interview Tips

Federal Interview Tips

- <http://career-advice.monster.com/job-interview/interview-preparation/successful-federal-interviews/article.aspx>

Internship Interview Tips

- <http://internships.about.com/od/interviewing/tp/InterviewingTip.htm>
- http://www.ehow.com/how_2227999_prepare-internship-interview.html

Science Interview Tips

- http://www.ehow.com/list_6698746_science-interview-tips.html

Phone Interview Tips

- <http://money.usnews.com/money/blogs/outside-voices-careers/2011/06/14/17-tips-to-ace-your-next-phone-interview>
- <http://jobsearch.about.com/cs/interviews/a/phoneinterview.htm>

General Interview Advice, Tips, and Techniques

- <http://jobsearch.about.com/od/interviewsnetworking/Interviews Interview Advice Tips and Techniques.htm>
- <https://www.bls.gov/careeroutlook/2016/article/employment-interviewing.htm> (from the US Bureau of Labor Statistics)