

INTERVIEWING FOR A POSITION

While interviewing may be nerve-racking, it offers the opportunity to show a company why you are the best fit for the position. Thoroughly preparing for an interview will help to ease your nerves and ensure success. Be your confident self and let your personality shine through! Follow these tips, practice your answers to [commonly asked questions](#) and good luck.

Preparing for your interview

- Do your research! Research the company and become familiar with their products, services, and activities.
- Test your technology. If the interview is via webcam, be sure to test the sound and video quality. If it's by phone, call from a place with good reception. Sit in a quiet place, away from background noise.
- For an in-person or webcam interview, dress appropriately. In the U.S., most companies will expect a man to wear a suit and a woman to wear a suit or dress. Researching the company may help you anticipate what attire is expected.
- Anticipate the types of questions you may be asked and practice your answers out loud.

During the interview

- Speak clearly and slowly. When an applicant is nervous, his/her speech tends to be faster. Don't rush through your sentences. It's okay to pause and take a few seconds to think about your answer before you start speaking.
- Beforehand, prepare several questions to ask. This will show that you are serious about the opportunity.
- Think of past experiences that you can share that demonstrate your skills and abilities.
- Briefly explain the J-1 visa process and that CIEE will be your legal sponsor. You may mention that CIEE will take care of the visa process and cover you under CIEE's health insurance plan.
- It is inappropriate to bring up salary if you have not been offered the position. If the company brings up salary it may be discussed. Show your appreciation and avoid negotiating until you are offered the position.
- At the end, thank the company for their time and kindly ask when you can expect to hear back from them.

After the interview

- Send a thank you note or email after the interview. Reiterate your interest in the position and your appreciation for the opportunity to interview.
- It is acceptable to follow up if you do not hear back from the company within the timeline they provided. Express that you are still interested in the position and kindly ask when you can expect to hear an update.