

Interview Like a Pro

Interviews are your time to shine! Cook Children's Talent Acquisition Team wants to help you ace your next interview.

- ✓ **Research, Research, Research:** We are amazed by the amount of research some of our best applicants have done before their interviews. These applicants have researched Cook Children's history, mission, and open positions. They did not just rely on our Cook Children's site, either. These applicants have told us that they looked us up on sites like LinkedIn, Glassdoor, Indeed, Facebook, and CareerBuilder. **Bonus tip:** A recruiter or a manager will be able to tell if you simply put in an application without knowing the details of the position. Lack of research can be seen as anything from a lack of preparation to borderline insulting to a manager who feels that their time was wasted on an applicant who did not care enough to do the legwork.
- ✓ **Interview prep:** Print off several copies of your resume. Your interviewer(s) may ask to see it. Find out ahead of time how to get to your interview. You want to give yourself plenty of time to reach your destination. Being frazzled or late is the last way you want to start off an interview, especially since you want to make a good first impression. If you are going to be late, call your interviewer and explain. **Bonus tip:** You **never** want to no show an interview. If you are no longer interested in the position, let the recruiter or manager know. Believe us, a "no show" to an interview will be noted on your record in the application system.
- ✓ **Dress for Success:** We heard a great piece of advice once that said you should dress for the career you want, not the career you have. However, this does not mean you need to buy the most expensive dress on the rack or have a suit tailor-made for you! You need to look professional, but you need to be comfortable in your outfit, too. We have compiled our biggest dress "don'ts" for your next interview:
 - No jeans or shorts
 - No t-shirts or tank tops
 - No flip-flops or open-toed shoes of any kind
 - No sneakers or athletic shoes
- ✓ **Interview Behavior:** You want the focus of the interview to be on your accomplishments and the skills that you will bring to the table. You do not want your interviewer to remember you for chewing gum, checking your phone, or your phone ringing in the middle of an interview. Our best advice is to skip the gum and leave your phone on silent, in your bag or pocket. **Bonus tip:** Don't forget that little touches like eye contact, a firm handshake, and a post-interview Thank You note can go a long way!