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# INTERVIEWING ROUNDTABLE

STC-SD, June 9, 2015, Facilitator: Rachel Sienko

## 1. INTERVIEWING BASICS

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These ten basic tips can help you get off on the right foot during your next interview.

- Be punctual.
- Prepare for the interview.
- Relax and be yourself.
- Stay positive.
- Bring copies of your resume and portfolio.
- Look the part.
- Ask questions.
- Bring paper and a pen to take notes.
- Send a thank you email.
- Listen to the interviewers.

## 2. GIVE INFORMATION

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Consider the key points that you want to convey to the interviewer about why you are a good match for the position. How can you demonstrate what you know and how you work?

- Provide details that explain your process and demonstrate your knowledge—both of technical writing as well as previous products/projects you've worked on.
- Have a story about a success.
- Have a story about a failure/learning experience.
- Know how your skills and experience match the role.
- Learn about the company and industry.
- Be honest with yourself about your strengths and weaknesses.

### 3. GET INFORMATION

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Consider what information you need to evaluate whether the job and the company are the right match for you. What do you need to know and how can you find it out?

- Environment, attitude, and culture.
- Training and professional development opportunities.
- Management style and interdepartmental interactions.
- How your role will contribute to the company's success.

### 4. TYPES OF INTERVIEWS

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Interviews may be conducted in a variety of ways, depending on the phase in the hiring process and the location and availability of the interviewer and interviewee. Consider the key objectives of each interview and what makes them distinct.

- Initial screening
- In-person, one-to-one
- Phone or virtual
- In-person, panel

### 5. ADDITIONAL RESOURCES

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Check out these articles for helpful advice on preparing for your next interview.

- <http://www.writingassist.com/resources/articles/top-10-interview-tips/>
- <http://www.writingassist.com/resources/articles/how-to-hire-the-right-technical-writer/>
- <http://www.salary.com/job-search-101-Interview-Basics/>
- <http://www.washington.edu/admin/hr/roles/ee/careerdev/jobsearch-tools/interview-basics.html>

Good luck on your job search!