

# Interviewing

HOW TO INTERVIEW TO GET THE JOB



**PACIFIC NW**  
FEDERAL CREDIT UNION

# What is the Purpose of an Interview?

**From the perspective of the interviewer** - filter out all the possible candidates to find the best fit for the job

**From the perspective of the interviewee** - show that you are a fit for the job you are applying for and will fit the mission and culture of the company.



# Keys to a great interview



KNOW THE JOB



DRESS FOR SUCCESS



NONVERBAL  
COMMUNICATION



ERROR-FREE RESUME  
AND COVER LETTER



BE SURE TO GET THE  
BASICS RIGHT



BEFORE AND DURING  
THE INTERVIEW



AFTER THE INTERVIEW

# Know the Job

Read every single word in the job description, including:

- Company overview
- Job summary
- Responsibilities
- Knowledge, skills and abilities required
- Make note of what you have and what you don't have
- How could you get the missing skills, experience, etc?
- Look for specific verbiage
- Customize all your communications to the specific job you are applying for



# Dress for Success

Times have changed and what was once a mandatory “uniform” for an interview has changed depending on the industry.

Regardless, the way you dress should:



**Allow the focus to be on your words rather than your outfit (unless you are in the fashion industry!)**



**Show a level of self care and respect for self**



**Be comfortable – the last thing you need is an extra thing to think about while interviewing!**



**Fit the industry standard – research what the expectation of the industry is that you are applying to work in. If a uniform is the standard, dress professionally.**

# Nonverbal Communication



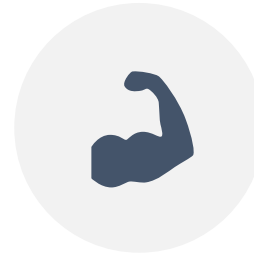
BODY LANGUAGE  
SPEAKS LOUDLY IN AN  
INTERVIEW!



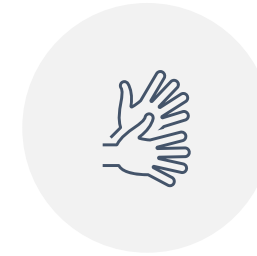
EYE CONTACT



FIRM HANDSHAKE (IF  
SOCIALLY ACCEPTABLE)



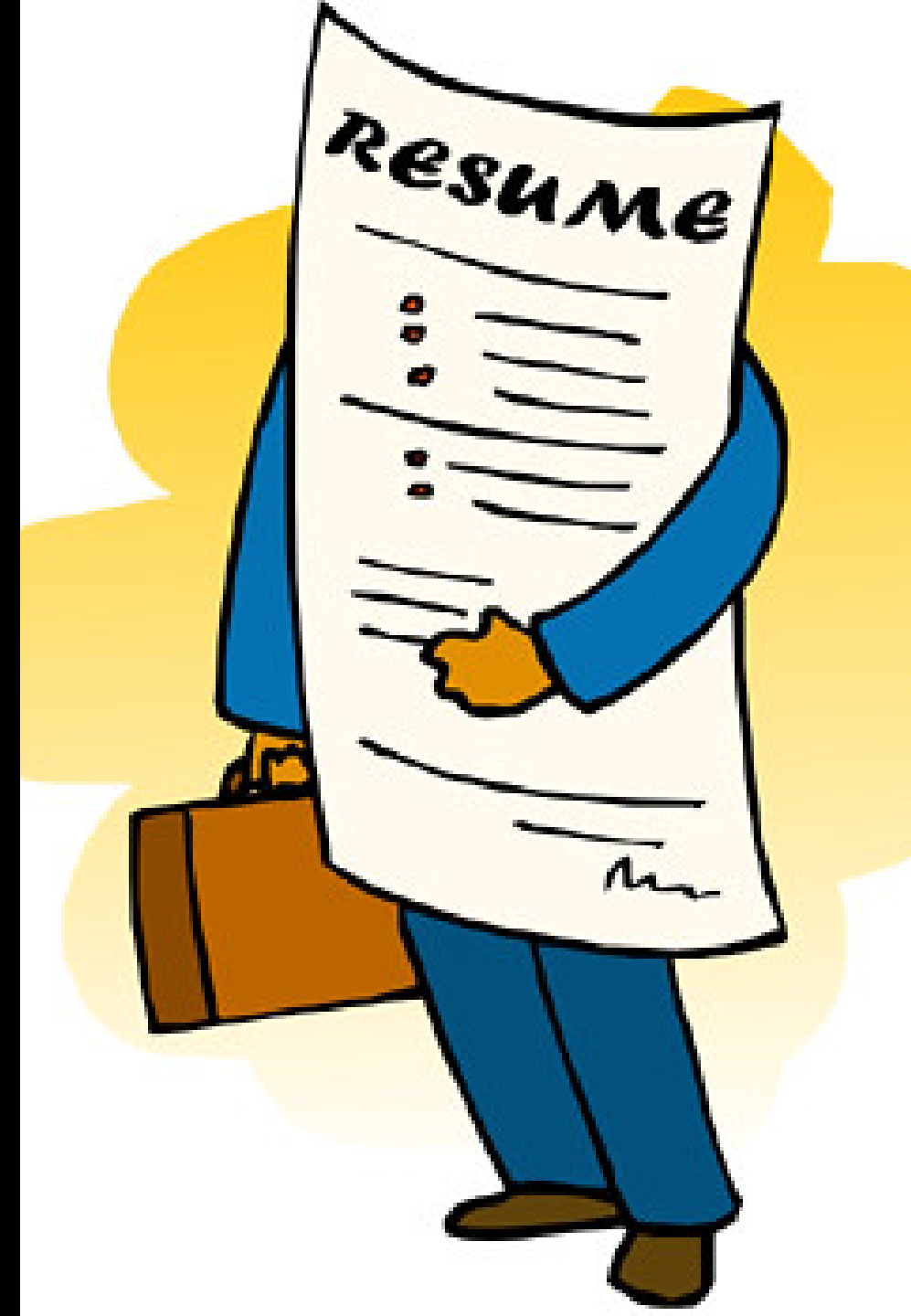
CONFIDENT POSTURE –  
HEAD UP, SHOULDERS  
BACK



NO FIDGETING

# Error-Free Cover Letter and Resume

- Don't be shy, ask everyone to look at your resume and cover letter!
- By the time you apply for the job your cover letter and resume should be completely error-free.
- Many libraries offer free resume help! Go to <https://multcolib.org/job-career-help/create-resume> for information about the Multnomah County Library resume program.



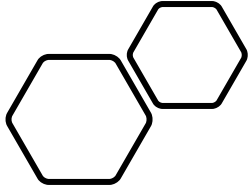


# Before and During the Interview

Prepare to be relevant during your interview:

- How does your experience apply to what is required for this job?
  - For example, 15 years of Accounting experience alone doesn't qualify you as a Finance Manager. Talk about your Finance and Management experience, even if you have much less of it.
- Learn everything you can about the organization
  - During the interview don't be shy about using the information you learned to better show how you will help the company succeed. It will show you took time to prepare and have thought about your personal contribution to the organization.
- Determine how you will enjoy working at this company and demonstrate how and why you will be a great employee.
- Research your interviewers if possible – LinkedIn, Google, background, job history, etc.
  - If you don't have their names, ask for them before the interview
- If you don't already have it, get contact information at the end of your interview to send a follow-up and thank you.





# Always be on point with the basics!



## Arrive

Arrive 15 minutes early.



## Know

Know the exact time and location of your interview, how long it takes to get there (with traffic), where you should park, etc.



## Dress

Dress appropriately.



## Respect

Treat everyone you encounter with courtesy and respect. The office assistant might be asked for feedback during the hiring process.



## Grooming

Personal grooming and cleanliness should be impeccable, including your hair, hands and fingernails.



## Wear

Wear minimal cologne or perfume.



## Eye

Eye contact, good posture, a firm handshake (when socially acceptable), a smile and a friendly greeting go a long way



## Use

Use proper grammar. For example, say “yes”, not “yeah.”

# After the Interview

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After the interview, send a thank you email to everyone you interviewed with.

Be specific but brief – include insights from the interview and relevant details from your background.

If you don't have contact info, ask for it to be forwarded to the right person.

**Follow up with your point of contact every Friday. Here's an example:**

Dear [Recipient's Name],

I hope this message finds you well. As we approach the weekend, I wanted to follow up regarding the status of my application for the [position name]. I understand these decisions can take time, and I appreciate the consideration.

If there have been any updates or progress, I would be grateful to hear about them. I am still very excited about the opportunity and would be thrilled to move forward to the next round of interviews. Please do not hesitate to reach out if you require additional information or have further questions about how I can contribute to your team.

Thank you for your time and consideration.

Best regards,  
[Your Name]



# Questions?

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Contact Kristin at [kristinm@pnwfcu.org](mailto:kristinm@pnwfcu.org)



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