

# We Change Lives

EMPLOYEES | CUSTOMERS | COMMUNITY

## In-Person Interview Tip Sheet

### Candidate

- **Research** — Research Federated and review the job ad before interviewing. Come prepared with questions to ask.
- **Prepare** — Have your resume and any other submitted documents on hand to discuss with the interviewer.
- **Practice** — The interview is a combination of questions based on your resume and behavioral interview questions. Think about specific examples and practice explaining them clearly, including the situation, the actions you took, and the outcome.
- **Dress the Part** — Business professional dress is recommended for all interviews.
- **Be Early** — Arrive early to ensure you find parking and the location. Being early also gives a good first impression.
- **No Distractions** — Turn off your phone or leave it in the car. Give your undivided attention to the interview.

We hope these tips help you effectively prepare for your interview!



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