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Ways to Woo the Hiring Manager & Ace Your Virtual Interview

Before the Interview:

- 01 Review the CFS Interview Prep Form
- 02 Research the company
- 03 Review the hiring manager(s) LinkedIn profile(s)
- 04 Review your resume and LinkedIn profile
- 05 Test your technology
- 06 Dress professionally from head to toe
- 07 Find a private area, free from interruptions
- 08 Be prepared to discuss your specific accomplishments
- 09 Prepare your answers for common interview questions and prepare questions to ask



During the Interview:

- 10 Don't interrupt the hiring manager; let them finish before you answer their question
- 11 Tie your answers back to your skills and accomplishments
- 12 Be aware of your body language, tone of voice, and background noise
- 13 Nod and smile; this will show that you're engaged in the conversation
- 14 Ask questions
- 15 Reaffirm your interest in the opportunity
- 16 Ask about next steps
- 17 Exchange contact information



After the Interview

- 18 Follow up with your recruiter to debrief
- 19 Draft a personalized thank you email and review it with your recruiter
- 20 Send thank you email(s) to the interviewer(s) within 24 hours
- 21 Contact your references; notify them that the hiring manager may reach out
- 22 If asked, send over any supporting documents and/or references
- 23 Follow the company's page on LinkedIn
- 24 Connect with the interviewer(s) on LinkedIn
- 25 Be in contact with your recruiter to stay up-to-date on next steps
- 26 Stay positive; don't give up!



Helpful Resources:

- [Resume Writing Do's and Don'ts](#)
- [How to Perfect Your LinkedIn Profile](#)
- [Top 6 Questions to Ask in an Interview](#)
- [Do's and Don'ts of Thank You Emails](#)
- [Negotiating Your Salary 101](#)
- [How to be Successful in Your New Role](#)

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