



## Interviewing Excellence

### Research for interviews

- **Review the News section of Abt's website** to see if you can find recent news releases related to the department or division in which you wish to work, and formulate questions concerning the subject matter of those releases.
- **Research the people you are scheduled to interview with** via profiles on our website, Google, and/or LinkedIn in advance of your interview.

### Phone Screen

- **Your voice, and the energy you exude in a phone screen, can make all the difference** since you don't have in-person body language to help sell your enthusiasm for the position. Dress as though you are meeting in person for the interview; stand and walk around while talking—it gives you a burst of adrenaline and keeps you sounding sharper; smile and use gestures when providing responses, just as you would in person—it will show in your voice!
- **For questions around company culture, benefits, compensation, work/life balance, etc., speak with the recruiter** during the phone screen process, before your interviews with the hiring manager and teams.
- Be prepared to discuss salary expectations.
- Disclose any **non-compete or compliance-related conflict** from previous employers early in your application process, and discuss with the recruiter prior to proceeding to the interview stage.

### Interview – Answering Questions

- **For video interviews, be ready to create a great first impression.** Dress for success, ensure that your lighting is bright and your background is organized and clear. During the interview, set your camera at eye level, and test beforehand for volume and overall functionality and clarity. *Schedule a video call with a friend before the interview, to ensure your volume settings are not too loud or soft.*
- **Respond to questions with a story.** All good stories have a beginning, middle, and end. Use the **STAR method**—Situation, Task, Action, Result—as a good approach when developing interview responses.

- **Communicate enthusiasm and interest.** Be genuine and concise with your responses. It is okay to say that you are unsure and would like to think about something and get back to it later.
- If you are interviewing for your first position as a new graduate, **be prepared to share information** about the research you've done or your accomplishments in extracurricular or Greek activities.
- Be prepared to answer **behavioral and situational interview questions**.
- Lastly, **practice responding to anticipated questions** with another person prior to the interview. Critique your responses so you improve and learn to remain poised and confident.

### Interview – Asking Questions

- When speaking with the hiring manager and their team, **ask questions** around the project(s), client, mission and goals, team culture, expectations, etc.
- Regardless of the level of the position you are interviewing for, **ask about the company's growth strategy.** Companies want to hire candidates who are interested and invested in company growth, not just performing daily duties to achieve short term or annual goals.

### Post Screening/Interview

- **Always follow up with a thank you note 24-48 hours after the interview.** In your note, express interest in something that was discussed during the interview.
- **If you did not receive an offer, ask the recruiter for constructive feedback,** and follow up with a note to let the recruiter know you would like to be considered for future opportunities.
- If you had a good or bad experience at any point during the application or interview process, please consider sharing it with the recruiter. Abt values candidates' experiences, and we use feedback as a learning opportunity to make changes as needed.