



Guide to Successful Interviewing

At MRA, we strive to create the best experience for our candidates. We would like you to succeed; therefore, we've assembled the following interview tips and practical information that will help you perform at your best when you interview.

Before the Interview:

- **Research** is the most important step in any interview preparation. There are many ways to learn about MRA, our services and the industry which can help you enhance your interview performance. Knowing the mission of the company, its work, culture, and vision is a great starting point to evaluate the fit to our corporate framework. A greater understanding of the organization will also help you to engage in discussion with interviewer(s) and ask meaningful questions. Any interviewer will be pleased and impressed that you are sincerely interested in the opportunity and researched beyond basic information provided in the job posting.

Make sure that you do not limit research only to the website. Check out MRA's professional social media profiles- it will give you a better idea of current developments in the company and projects that we are working on. Have any questions? Feel free to reach out to MRA employees and gain first-hand information about their experience as MRA'ers.

While researching the company it is important not to forget to think about yourself — your personality, interests, strengths, improvement areas, past training, experience, and career goals. These reflections are key to understanding if your goals, interests and aspirations align with the ones of MRA — helping you to assess your fit to the position and the company overall.

- **Prepare:** The interview is a great opportunity to showcase your talents and can become a decisive factor in the hiring decision. Study the job posting to understand the position's responsibilities and requirements. This will help you to find out if this job is truly a good fit for you. At the same time, a deep understanding of the position will help you to better reflect on your past experiences and highlight critical skills, knowledge, personal/professional characteristics and expertise needed to perform well at the job. Ask yourself the question: What do I bring to the job? How do I add value? Preparing an answer to this question will help you to showcase critical talents and position yourself as a strong candidate.
- **Practice:** Now that you have done all research and outlined the key characteristics that make you a great candidate for the job, it is a good idea to organize your ideas and practice to make sure it all ties together. However, remember that it's not about memorization; it's about knowing your story so that you can tell it in the most effective way.



During the Interview:

- Interviews can be stressful for some people, but remember that interviewers are not there to interrogate you; they just want to get to know you better and learn how your knowledge and experiences fit the current position and organization. Thus, it is important to keep calm and approach interviews as a discussion. Connecting with the interviewer(s) and building a meaningful conversation can help you make a long lasting impression. Interviews can serve as a predictor of candidate's performance in stressful situations; therefore, it is important to bring out your best and demonstrate effective communication skills.
- Listen to questions carefully and answer in a clear and concise manner. Present your strengths effectively with specific examples- providing details and statistical information can be a powerful means of telling a story. This level of specificity will help you to avoid general answers and stand out as an applicant. However, do not forget to link all your examples to the position expectations and responsibilities.
- Of course, as a candidate you'd like to position yourself in the best light possible, but it doesn't mean that weaknesses, challenges, or growth areas should be hidden or forgotten. If asked, make sure to insightfully elaborate and share how you might have overcome an obstacle or challenge. Remember, that there are not "correct" answers to behavioral questions- be honest, be yourself.
- Finally, interviews should be approached holistically. Interviewers not only listen to you but observe your nonverbal communication patterns – usually the latter creates a deep, unconscious and long lasting impression. Nonverbal communication is a unity of many factors: body language, eye contact, attitude and emotional intelligence. Of course, professional etiquette should not be forgotten. Proper attire and arriving several minutes early will help you reinforce a positive image.

After the Interview:

- The last impression can be as important as the first one, thus make sure to utilize the final minutes of an interview effectively. Ask all questions that you prepared before the interview or the ones that arose in the process. Be bold to inquire more about the position and expectations that the employer has towards a new hire. This can be a great chance to reiterate your interest in the position after the interview experience.
- Expressing your sincere appreciation is a nice final touch to any interview. Thanking the interviewer (s) for their time is very important, but most importantly a thank you note or email can be a great chance to reinforce your interest in the position and company, as well as, highlight the strengths and value you would bring to the role and team.