



## Quick Tips: Know the Interviewer

### **BASIC TIPS:**

- Know who you will be interviewing with. If you're unsure, ask the person scheduling the interview.
- Be prepared. Know your interviewer's name, their title, their field of interest, and job duties if possible.
- On LinkedIn, a website for professional networking, you can access information about most people in the business world in order to learn a bit about the interviewer's background in advance of your meeting.
- During the interview, be sure to avoid topics that are too personal. Make sure to keep your communication professional.
- The more you know and have researched about the company, its products, philosophy, and culture, the more likely you will impress the employer.
- Don't be afraid to show that you did your research on the company and the interviewer's background. People often gravitate towards others with similar interests and/or career backgrounds.