



Career Toolkit: INTERVIEWING

Congratulations! You've been invited to interview for an awesome opportunity. Now what?

An interview is your chance to make an impression on your potential future employer and land your dream job. Interviews can be intimidating. But with the right planning and preparation, you're sure to succeed.

No matter where you are interviewing, there are several things you can do to ensure that you are prepared to make a great first impression. Check out our list of 12 interview tips to help you nail your next interview.

How to Prepare for an Interview

1. Verify the location of the office in which you'll be interviewed. Some companies have more than one! Know how much time it will take to commute, park, and walk to the office. Be aware of traffic conditions during the time you'll be commuting to the interview.
2. Arrive early and check in 10-15 minutes before your interview. If you're running late, call and let the office know that you are on your way. This shows respect for your interviewer's time.
3. Come to the interview with questions. You can ask about the company, the position, or the interviewer's experience. Here are [five great questions that Forbes suggests asking in an interview](#).
4. Do your research! Look up the person who will be interviewing you on LinkedIn and spend some time learning about the company (and even their competition) before you show up to your interview. *Glassdoor* suggests these [7 things to research before an interview](#).
5. Partake in mock interviews if your campus offers them. If not, look up common interview questions and practice your responses to get comfortable.
6. Dress professionally. It's better to be overdressed than underdressed.
7. First impressions are important! Be polite and friendly. Smile and greet anyone you come across in the office.
8. Know your resume and job history. Be prepared to give examples of your experience, including duties and accomplishments.

CONTINUED ON NEXT PAGE —>

9. Converse with the interviewer. Rather than just answering questions they ask, be prepared to have friendly conversation and create a connection.
10. Follow up. It's always good to follow up with interviewers and thank them for their time. Here is a guide from *Business Insider* on [how to write a thank you note that could help you get the job](#).
11. Bring copies of your resume along. Also, be sure to have references and their contact information available and ready if you are asked to provide them. Be sure to ask references first so they aren't caught off guard by a call from a recruiter.
12. Be yourself! We have a strong culture at Redpath that hinges on our core values: *caring, confident, continuously improving, connected, and committed*. This culture drives our growth and success as a firm, so we take great care in hiring people who exemplify our values. That's why we interview a little differently. We structure our interviews as conversations. We want to learn about you.

SOURCES:

Forbes: <https://www.forbes.com/sites/lizryan/2017/03/04/five-questions-you-absolutely-positively-must-ask-on-a-job-interview/#7a227dc7257a>

Glassdoor: <https://www.glassdoor.com/blog/7-research-job-interview/>

Business Insider: <http://www.businessinsider.com/how-to-write-great-thank-you-notes-2016-4/#-1>



Redpath and Company Profile

Redpath and Company is a 100% employee-owned (ESOP) certified public accounting firm providing services for closely held businesses, government entities, and not-for-profit organizations. With a diverse client base spread across multiple business segments, the primary industries served include manufacturing and distribution, construction and real estate, and technology—with a specialty in serving other ESOP companies. Annual client revenues range from \$20M to over \$400M.

The firm is focused on providing core accounting services in the following areas: audit and assurance, business and personal tax, estate, gift, and trust tax, state and local tax, and sales and use tax. Advisory services—delivered through dedicated teams—include employee benefits, estate planning, financial planning, mergers and acquisitions, and business valuations.

Redpath and Company works with clients across the United States and maintains a large client base in Minnesota, North Dakota, South Dakota, Iowa, and Wisconsin. Through its affiliation with HLB international, a leading global network of independent accounting firms, Redpath and Company serves organizations with international operations as well.

Clients appreciate the hands-on attention and practical advice they receive, along with the firm's ability to deliver service by solving, not by selling. This approach is achieved through the Entrepreneurial Operating System® (EOS), also known as *Traction*, which the firm utilizes as its operations model. The model provides the foundation for a culture of accountability in which the client's best interests come first.

The firm started operations in 1971 and has experienced 100% organic growth since its inception. With offices located in downtown St. Paul and White Bear Lake, Minnesota, the firm ranks as one of the top CPA firms in the Twin Cities area.