

How to ace your interview



Before the interview

- **Research the company**

Summarize their core service offerings, mission, background, values, and important recent news.

Don't know where to look? Check out the 'research' section of our website, engage with JLL colleagues on LinkedIn, or simply search 'JLL' in your favorite search site.

- **Dress appropriately**

When considering what you will wear, dress in a manner that respects the occasion or environment. Remember, first impressions matter!

- **Identify any troubles**

If you have trouble accessing your interview, be proactive and let your recruiter/interviewer know.

- **Know your logistics**

- **In-person:** Office location and directions. Give yourself 15 minutes buffer. Consider traffic.
- **Virtual:** Test out the technology, webcam, audio. Check your background. Have quiet space reserved.

- **Prepare 3 questions**

Ask thoughtful questions that display your interest and enthusiasm for the role and company.

Be prepared to discuss

- Accomplishments in current and previous organization, internships, and/or jobs
- Awards/other forms of recognition
- Certificates from completed training
- Highlighted achievement related to the target job
- Experiences that relate directly to the job description/career path
- Feedback from peers and former managers
- Your career goals and interests
- Your knowledge of current events in this role's area



5 tips for confident virtual communication

1

Tone of voice

How you speak
vs. what you say

2

Smile

Your positivity will
come through the
phone or webcam

3

Eye contact

Look into camera
when you speak to
show engagement

4

Gestures

Impacts vocal
emphasis (i.e., using
your hands when you
speak, posture)

5

Pause & breathe

Allows time for you to
convey thoughts and
for the listener to
absorb information



Quick tip: Do a mock interview with a friend over the phone or through webcam to practice your professional presence.

How to answer questions

C

Set the **context**,
describe the situation

A

What you actually did,
the activities and **actions**

R

The tangible **results**,
the impact and outcomes



Visit us at
jll.com/earlycareers

After the interview

Some interviews go great. Some don't go as well as we'd like.
Learn from it and get ready for the next opportunity!

- Always thank the interviewers for their time in writing
- Take time to respond to and address any concerns the interviewers raised
- Refine your development plan to address any gaps and feedback given
- Consider what experience or training would give you an advantage next time around
- Connect with your interviewers on LinkedIn (if applicable) - interact with their content
- Find the right mentor and leverage your professional network



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