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

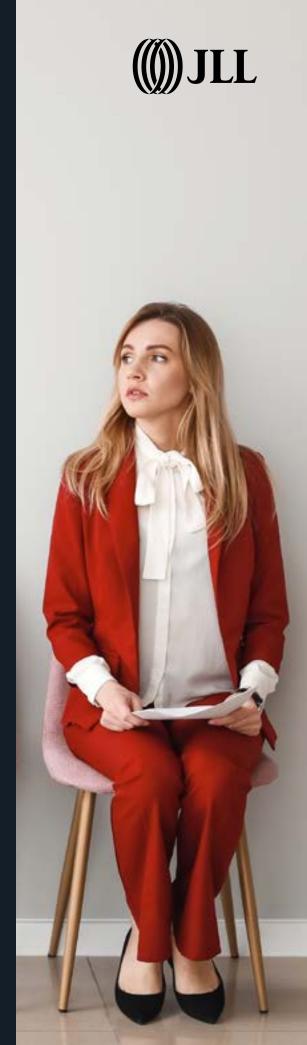
- In-person: Office location and directions. Give yourself 15 minutes buffer. Consider traffic.
- Virtual: Test out the technology, webcam, audio. Check your background. Have quiet space reserved.

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 positivity

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



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



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



