



# Recruitment Tips

Check out tips from our recruiters on how to set yourself apart during the recruitment process.

## Before Applying

- **Familiarize yourself with the company.** Take time to learn the basics about Abt's mission, areas of expertise, markets, and clients from our website along with specific examples of projects relevant to the position for which you are applying.
- **Follow Abt** on [Facebook](#), [Twitter](#), and [LinkedIn](#) to stay up to date with company news and events.
- **Request informational interviews** with Abt employees in the department or division in which you're interested, whether through a direct connection at the company or through a shared connection on LinkedIn. Request to speak with the Abt staff member for no more than 10-15 minutes and have a prepared list of targeted questions that fill in gaps of your knowledge about Abt, i.e., information that is hard to locate online. Reach out to relevant people so they can provide guidance and serve as an ambassador for you internally.

## During the Application Process

- **Carefully review the job description** to see if it is a fit in terms of your career aspirations, and confirm that you meet the minimum qualifications for the position. Check out [this article](#) to help you evaluate your qualifications are a match.
- While sticking to the facts of your experience, **tailor your resume specifically** in response to the responsibilities and qualifications listed in the job description, using the same verbs and terminology. If you have prior experience working with Abt's clients within the federal, state or local government, make sure to list that on your resume.
- On your resume, in addition describing your past jobs in terms of your responsibilities, be sure to **include a section on accomplishments for each position**. Quantify as many results and accomplishments as possible for greater impact.

*We strongly recommend that you avoid applying to multiple jobs at varying levels and across different departments or focal areas.*

# During the Interview Process

## Research for Interviews

- **Review** [the News section of Abt's website](#) to see if you can find recent news releases related to the department or division in which you wish to work, and formulate questions concerning the subject matter of those releases.
- **Research the people you are scheduled to interview with** via profiles on our website, Google, and/or LinkedIn in advance of your interview.

## Phone Screen

- **Your voice, and the energy you exude in a phone screen, can make all the difference** since you don't have in-person body language to help sell your enthusiasm for the position. Dress as if you are meeting in person for the interview; stand and walk around while talking—it gives you a burst of adrenaline and keeps you sounding sharper; smile and use gestures when providing responses, just as you would in person—it will show in your voice!
- **For questions around company culture, compensation, benefits, and work-life balance etc., speak with the recruiter** during the phone screen process, preferably in advance of your interviews with the hiring manager and teams.
- **Be prepared to discuss salary expectations.**
- If you have a **non-compete or compliance related conflict** from previous employers, please disclose those early in your application process, and discuss it with the recruiter prior to proceeding to interview stage.

## Interview – Answering Questions

- **For video interviews, make sure you are ready to create a great first impression.** Dress for success, ensure that the lighting is bright and the background is organized and clear. During the interview, make sure to set your camera at eye level, and do a test beforehand for volume and overall functionality and clarity.  
*Schedule a video call with a friend to ensure that your volume settings are not too loud or soft.*
- **In response to questions, tell a story.** All good stories have a beginning, middle, and end, and using [the STAR method](#)—Situation, Task, Action, Result—is a good approach to follow when developing interview responses.
- **Communicate enthusiasm and interest.** Be genuine and concise with your responses. It is okay to say that you are unsure and would like to think about something and get back to it later.
- If you are interviewing for your first position as a new graduate, **be prepared to share information** about the research you've done or your accomplishments in extracurricular or Greek activities.
- Be prepared to answer [behavioral and situational interview questions](#)
- **Lastly, practice responding to anticipated questions** with another person prior to the interview. Critique your responses so that you improve and learn to remain poised and confident.

## Interview – Asking Questions

- When speaking with the hiring manager and their team, **ask questions** around the project(s), client, mission and goals, team culture, and expectations, etc.
- Regardless of the level of the position you are interviewing for, **ask about the company's growth strategy.** Companies want to hire candidates who are interested and invested in company growth, not just performing their daily duties to achieve short term or annual goals.

## Post Screening/Interview

- **Always follow-up with a thank you note 24-48 hours after the interview.** In your note, express interest in something that was discussed during the interview.
- **If you did not receive an offer, ask for constructive feedback** from the recruiter, and follow-up with a note to let the recruiter know you would like to be considered for future opportunities.
- **If you had a good or bad experience at any point during the application or interview process, please consider sharing it with the recruiter.** Abt values candidates' experiences and will use the constructive feedback as a learning opportunity to make changes as needed.