

Exelon Interview Tips

At Exelon, people do important work, and with a company that values inclusion, diversity, and professional development. Employees are empowered to grow Exelon jobs into Exelon careers. We're open to fresh ideas, diverse points of view - and we believe that's why we succeed.

Prepare Before Your Interview

- **Research the company.** Be prepared to discuss why you would be a good fit for the company and position, and why the job location is a good fit for you. Learn about the company's history, corporate culture, recent press on the company, etc. Be sure to use your research to prepare 3 – 4 questions to ask.
- **Review your resume.** Prepare your answer for “Tell me about yourself” and “Tell me more about your current/last job”. Be ready to expand on your resume and to highlight your accomplishments, successes, knowledge and experience gained, etc. Prepare your **“One-Minute Resume”** (a one-minute “speech” that highlights your education, experience, and the job you are seeking).
- **Practice makes perfect.** Review and practice answers to common interview questions to be sure you have a solid response lined up. You have prepared your “One-Minute Resume”, but be sure to practice until you are comfortable.
- **Plan what you will wear.** Make a great first impression! Plan to dress conservatively and appropriately for the type of organization you are interviewing with.

The Day of the Interview

- **Review your preparation materials.** Take a few moments to re-review the materials you prepared for the interview. Review your resume, practice your One-Minute Resume speech, review your research on the company, practice the answers to common interview questions, and review the questions you plan to ask.
- **Plan your day around the interview.** Avoid rushing by mapping out the directions to the interview. Make sure to allow more time than you think you will need. Budget enough time to **arrive 10 minutes early**. Know exactly where you are going and if there is anything you will need to do to access the building (i.e. security). Don't be too early for the interview, keep in mind the interviewer(s) likely have tight schedules.
- **De-stress before the interview.** Avoid scheduling any other activities before the interview that will add stress to your day. If possible, schedule some time before the interview to participate in an activity that relaxes you (for example, yoga or a going for a run).
- **Bring copies of your resume and references.** Bring an appropriate number of your resume and references.

During the Interview

- **Be positive and enthusiastic.** Say positive things about your former supervisors, positions, and working conditions. Even if you had a negative experience, focus on things you learned and tactics you used to work through issues. Make sure your excitement for the company and the position come across.
- **Body language.** Smile, have a firm handshake, and keep good eye contact. Use hand gestures in moderation and refrain from fidgeting.
- **Be specific.** Focus on specific past experiences and behaviors that highlight your skills and why you are a good fit for the job and the company.
- **Take your time.** Keep your answers concise and to the point, and avoid stray thoughts and rambling. It is ok

need more than a few seconds, ask the interviewer if you can take a moment to gather your thoughts.

- **Answer the question being asked.** Make sure you understand the question being asked and that your answer fully addresses the question. Ask follow up questions if you are not sure you understand the question.
- **Closing points.** Leave your interviewer with the right picture of you. Ask any additional questions you have about the company and/or position. Ask if there is anything else you can provide, such as references, background information or work samples. Restate your interest in the position and re-highlight the value you can bring to the job and the company. Ask about the best way to follow-up and the timeline for the hiring process.

After the Interview

- **Take Any Requested Action.** If the employer has asked you to take any action, be sure to do so as soon as possible.
- **Send a Thank You.** Further show your enthusiasm by following up with a thank you. Highlight your appreciation for the opportunity to interview and re-highlight your interest in the position. Be sure to choose the right medium. An email is often the most appropriate and effective medium for the thank you (depending on the company). Send the thank you within 24 – 48 hours of your interview, keep the note concise, and make sure it is well written (no grammatical errors).
- **Be respectful in your follow-up.** Follow-up with the employer without “stalking”. If the employer requests you wait a certain amount of time before reaching out, be sure to do so. Be polite and respectful.
- **Be honest.** After the interview, if you are not interested in the position or if you accept another position, tell the employer as soon as possible.
- **Continue to improve your skills!** Use the things that went well and not so well to continue to improve your interview skills – whether you get the job or not. Stay positive and remember that interviewing is a *skill* that you have to work to improve.

Thank you very much for your interest in Exelon Corporation!