

INTERVIEW GUIDE	
1 PURPOSE	We are so excited you're interested in Purple! We've created this document to help you understand the general process expectations and tips to help you be successful.
2 INTERVIEW STRUCTURE	Stages of the Interview Process: each position will vary on the number of interviews that will be held. However, in general you may expect something close to the following: Phone or Video Screen with a recruiter: • Expect this to be 10-20 minutes Interview with the hiring manager • This will be 30-60 minutes depending on the hiring manager's preference Panel(s) interview with other team members • This will usually be 60 minutes
3 INTERVIEW PREPARATION	 Test Your Technology in Advance: Ensure your internet connection, camera, microphone, service and any other necessary tools are working properly. Familiarize yourself with Microsoft Teams and conduct a test call if you can. Choose an Appropriate Location: Find a quiet, well-lit space with a clean and uncluttered background free of beds, closets, and other personal items. Avoid distracting noises and potential interruptions during the interview. Dress for Success

Dress for Success

• Dress as you would for an in-person interview.

Stabilize Your Camera

 Avoid unnecessary camera movements, as a steady image conveys professionalism and minimizes distractions for the interviewer. Use a stable platform or tripod to hold your camera or device, rather than handholding it.



4 INTERVIEW EXTRA HELP	 If you're asked a question you don't understand, ask a follow up! Make sure you understand what the interviewer is looking for so you can answer correctly. When asked for specific examples, be sure to provide them. If not asked for a specific example, offer a clear overview to keep your responses relevant and informative.
5 COMMUNICATION	 It is our goal for you as a candidate to hear from a Talent Acquisition Partner generally within 5 business days of each stage in the interview process with an update via text, email or phone. If you haven't heard from us, reach out! Sometimes things get really busy and we appreciate the reminder.
6 CONCLUSION	 Send a thank you email to those you interviewed with! Explain your excitement and interests in the role; make it personal. You will be notified of the outcome of your application either way. Typically, this notification is provided via a phone call or email.