



TEN TIPS is a new series from the APA Transportation Planning Division's Emerging Professionals Group. Each installment of the series includes tips from experienced transportation planning professionals aimed at helping students and new planners navigate the industry.

Preparing for a Successful Interview

1. **Understand the position well, understand your strengths and weaknesses well.** Present clearly and confidently why they should hire you. *Madhu Narayanasamy, AICP, Project Manager, CDM Smith*
2. Identify specific ways you can help the firm/agency. **On day one, what would you contribute?** *David Fields, AICP, Principal, Nelson\Nygaard Consulting Associates*
3. **Prepare, prepare, prepare.** Know the company, their work and have an idea of how you can contribute to the group. *Catherine Duffy, AICP, Transportation Planner, Toole Design Group*
4. Know as much as you can about the company in advance, prepare for “typical” interview questions and **make sure your resume/CV/portfolio is as polished and professional as it can be.** *Hilary Perkins, AICP, Planner, City of Maryland Heights, MO*
5. **Be on time. Be relaxed.** Don't ramble. Demonstrate interest and your thought process. It is OK if you don't know all the technical answers. *Lindsey Morse, AICP, Research Associate, Railway and Transport Strategy Centre, Imperial College London*
6. Be prepared, know what you can offer that is important to them and try to relax! **Pretend it is a discussion** and they are interested in hearing what you have to offer. *Cynthia Hoyle, FAICP, Alta Planning + Design*
7. **Know in advance of the interview what you want to get out of it,** too. While the firm/agency is looking at whether they want to hire you, you need to learn whether you want to work for them as well. Have your questions ready. *Shelby Powell, AICP, Deputy Director, NC Capital Area MPO*
8. **Make sure you do your research about the company and the hiring manager.** The more you know, the better off you will present yourself during the interview. *Dharm Guruswamy, AICP CTP, Corrective Action Plans Program Manager, FTA WMATA Safety Oversight, Federal Transit Administration*
9. Do your homework and know about the organization. Be prepared with some good questions, **the interview is two-sided as it should be a good fit for both.** *Marsha Anderson Bomar, AICP, Senior Principal, Stantec*
10. It's very important to research the specific company/agency and industry (or niche within). Knowledge of details, even if they seem esoteric demonstrate genuine interest in the firm's work – and **bring questions!** *Randall Rook, AICP, Rail and Transit Planner/Engineer, AECOM*