

JOB INTERVIEWING TIPS

- **Research** the company and job description thoroughly before the interview.
- **Be ready with examples** of how you have used particular skills that relate to the job.
- **Practice** answering questions (see sample question list on reverse side).
- Do a **mock interview** in Career Services, with the option of being video recorded.
- **Dress professionally.** Visit Career Services if you have questions about appropriate attire for your field.
- Visit the location of the interview ahead of time if possible so you can plan your travel needs accordingly.
- Arrive at an interview **10 minutes early.**
- If for some reason you are running late for an interview, call the organization.
- Do not smoke before an interview.
- **Don't chew gum.** (Mints are ok!)
- **Turn off your cell phone** or do not bring it into the interview at all.
- **Be friendly** with everyone you meet at the organization
- Greet your interviewers formally (ex. Mr. Jones).
- Ask someone ahead of time if you are unsure how to pronounce an interviewer's name.
- Offer a **firm handshake.**
- Maintain **good posture** and **eye contact.**
- Be sure to **smile.**
- Demonstrate **self-confidence and positive energy**, but do not be overly confident.
- Speak loud enough for everyone to hear you and enunciate your words.
- **Avoid slang and pause words** such as "um" and "like".
- Do not bring up controversial issues or personal/family problems, or tell jokes.
- Do not give simple yes or no answers; elaborate and **give examples** whenever possible.
- Do not lie or exaggerate your abilities or experiences.
- Do not speak negatively about past employers or colleagues.
- Show appropriate interest- do not appear desperate for the job.
- Feel free to **take notes** during and after the interview so you remember details.
- At the end, show your appreciation for being interviewed and **ask what the next steps are.**
- Get business cards from each interviewer.
- Write **thank you letters** or emails to each interviewer within 24 hours.

THINGS TO TAKE TO THE INTERVIEW

- Directions to the interview, parking instructions and the phone number
- Folder or padfolio, paper and pen
- Extra resumes
- Sample work or professional portfolio
- List of questions for the interviewer
- List of references
- Mints
- Bottled water
- Professional bag, tote or briefcase
- Positive attitude and a smile!

SAMPLE QUESTIONS FOR INTERVIEW PREPARATION

- What are your long range career goals and how would working for our company fit in with these goals?
- Tell me about yourself.
- Why are you interested in working for our organization?
- What do you know about our company?
- What are your greatest strengths? Weaknesses?
- How do you like to spend your free time?
- How did your college experience prepare you for a career?
- What books, magazines, newspapers, or journals do you read?
- Why should I hire you?
- What qualifications do you have that make you think you will be successful?
- In what ways do you think that you can make a contribution to our company?
- What two or three accomplishments have given you the most satisfaction and why?
- Do you feel that you have the best scholastic record of which you are capable?
- Why did you choose your field of study?
- Do you have plans for continued study? An advanced degree?
- What have you learned from participation in extracurricular activities?
- May we contact your previous employers for reference information?
- What characteristics do you think are necessary for success in this field?
- Describe what you consider to be the ideal job.
- Do you prefer working by yourself or with others?
- What have you done that shows initiative?
- What kind of boss do you prefer? What kind of people do you prefer to work with?
- Do you have a geographic preference? What is it? Why?
- What salary expectations do you have for this position?
- Will you relocate?
- How do you feel about travel?
- What major problem have you encountered and how did you deal with it?
- What type of person do you find most difficult to deal with?
- What have you learned from your mistakes?
- What motivates you on the job?
- What has been your most creative project?

SAMPLE QUESTIONS TO ASK AT AN INTERVIEW

- Can you describe the work environment?
- What are the characteristics of a successful person in your organization?
- How would you describe the organization's personality and management style?
- What are your expectations for new hires?
- Can you describe the typical first year assignments?
- What is the overall structure of the department where the position is located?
- What are the company's strengths and weaknesses?
- What do you like most about the organization for which you work? What do you like least?
- What type of training is available?
- How is an employee evaluated and promoted?
- If I were to accept this position, what would be my opportunity for advancement or personal growth?
- What is the retention rate of people in the position for which I am interviewing?
- What are your policies or expectations regarding continuing education for your employees?
- What are the challenging facets of the job?
- What are the toughest problems/decisions that the person in this position will have to deal with?
- What are the organization's plans for future growth?
- How is this firm stronger than the competition?
- What is your timeline for the rest of the selection process?