

INTERVIEWING

OFFICE OF CAREER SERVICES

GOAL: Effectively and successfully prepare and communicate why YOU are the BEST candidate.

- Interviewing is a skill that can be practiced and improved.
- Schedule a mock interview with Career Services to improve your interviewing skills.

INTERVIEW PREPARATION

Research the organization/company

- Mission, values, & culture
- Services/products & customers served
- Work location, development opportunities, & benefits

Hygiene

- Bathe and groom hair, skin, teeth, and fingernails
- Wear conservative, clean, and wrinkle-free garments
- Conceal tattoos (if possible) with clothing and remove visible piercings
- Limit usage of perfume/ cologne

What to bring

- Extra copies of your resume, cover letter, professional references, and other job-related documents
- Padfolio with pen and paper
- List of questions for the employer

Wardrobe

- Formal business attire appropriate for the profession/field you are applying.
- Research to ensure your attire corresponds with the type of job you are seeking.



STAGES OF AN INTERVIEW

Step 1: Arrival

- Arrive 10-15 minutes EARLY. If you are on time, you are LATE.
- Greet everyone that you meet before the interview begins starting with the receptionist.
- Always be courteous.
- DO NOT bring your phone.

Step 2: Introduction / First Impression

- Do not hesitate to initiate or participate in “small talk”, with the employer, on a topic of mutual interest. This begins in the waiting room and continues into the meeting room.
- Provide a firm handshake, good eye contact, and display sound manners and poise.

Step 3: Questions / Information Exchange

- Answer each question honestly with specific details. Prove you are the best candidate, but limit responses to 2 minutes per question.
- Maintain good eye contact and poise, while being aware of your body language and other non-verbal ways you communicate.

Step 4: Conclusion / Wrap-Up

- Many employers should give you an opportunity to ask them questions. Be sure to prepare and ask appropriate questions and take notes (responses and who responded).
- If the employer has not already provided it, ask about the next steps in their hiring process.
- Conclude with thanking the employer for their time and consideration, providing a firm handshake and good eye contact again and politely ask if the employer can provide you with a business card.
- Send a thank you letter or e-mail (within 48-72 hours) to each person with whom you met.

TELL ME ABOUT YOURSELF...

“Tell me about yourself” is one of the first and most frequently asked questions.

To answer, use the **Present + Past + Future** formula:

- Start with the **PRESENT**: “As you can see from my resume, I am a ____ major graduating in _____. I chose ____ as my major because _____.”
- Transition to the **PAST**: provide a brief summary of relevant class projects, advanced areas of study, work or volunteer experiences and the skills you gained from them. Cite a specific example DEMONSTRATING how your experiences relate to the job you seek.
- Finish with the **FUTURE**: state why you are really excited about the job.

Example: “As you can see from my resume, I am a Marketing Management major graduating in May. I chose marketing as my major because I have always been interested in how to create effective communication based on the audience you want to reach and selecting the best medium to deliver a carefully crafted, attention-getting message that calls for a desired action. For example, my Internet Marketing group project challenged us to boost student attendance to Women’s Soccer games by 10%. We created a Twitter campaign featuring a series of short ‘teaser tweets’ targeting students living in residence halls. We exceeded our original goal by 20%, and attendance continued to climb! The opportunity to apply my communication skills to meet or exceed the standards for a Customer Care Specialist matched my interests and strengths.”