



INTERVIEW PREPARATION

Do your Homework

- Research the company.
 - Know their mission, vision, product/services, financials, and current news stories.
- Think about how your skills and experience will benefit them.
 - Identify specific accomplishments you would like to discuss. Review your resume!
- Prepare questions that you would like to ask them.
- Schedule a mock interview with the Career Services Office to polish your interview skills.
- Do a "trial run" to ensure you have the correct directions and know how long it will take you to get there. Allow yourself extra time to account for accidents or construction along the way.

Appearance

- Appropriate business attire should be followed even if the company has a business casual dress code.
- Plan to wear a business suit in a conservative color such as black, brown, navy, or gray with a white or pastel collared shirt with closed toed comfortable shoes.
- Absolutely no tattoos should be visible and jewelry worn minimally.

What to Take

- A padfolio with resume copies, a black or blue ink pen, and a notepad.
- The questions you've identified for the interviewers.

Appointment

- Plan to arrive 10 to 15 minutes prior to your scheduled interview.
- No cell phones – if you carry one it must be "off" and not visible.
- No gum, food or drinks and NEVER tobacco.
- Come alone, no friends or family should accompany you.
- Conduct yourself in a business-like manner. Even in the lobby you are being observed. The receptionist may be giving his/her observations to the hiring staff. Sit up in the chair and smile at passersby. Do not slouch or take a nap, you may be on camera.
- Relax. Remember that positive thinking is the key. Shake hands firmly, but don't squeeze. Smile. Maintain eye contact. Greet the interviewer with his/her last name if known. If you are not sure how to pronounce the name, the receptionist will be able to tell you.
- It is your responsibility to establish an immediate level of rapport so that you may communicate comfortably.
- Stay calm and poised when challenged.
- Respond to each question thoughtfully, truthfully, concisely, and completely.
- Be aware of your posture and body language; they communicate attitude and impressions.
- Never close the door on an opportunity. Always conduct yourself as if you were determined to get the position you are discussing.
- Do not convey negative feelings. Accentuate the positive; it makes you look like a winner.
- Your comments and actions should convey enthusiasm, confidence, energy, dependability, loyalty and honesty.

After the Interview

- Say goodbye or thank you to the receptionist as you leave.
- Remember to write a thank you note within 24 -48 hours.
- Address it to the specific individual who interviewed you, name and title. You must send a thank you note to everyone with whom you interviewed.

Questions You May Be Asked

Open-Ended

1. Tell me about yourself.
2. Why are you interested in our company?
3. Why are you interested in this position?
4. Why did you choose to major in ____?
5. What are your strengths? What are your weaknesses?
6. What motivates you?
7. How do you define success?
8. What makes a strong leader?

Behavioral

TIP: Follow the STAR format and identify a **specific** situation:



S: Situation
T: Task
A: Action
R: Result



1. Tell me about a time you demonstrated strong communication skills.
2. Tell me about a time you worked as part of a team.
3. Describe a situation in which you went above and beyond the call of duty in order to get a job done.
4. Describe the most creative work-related project you have completed.
5. Give me an example of a problem you faced on the job and tell me how you solved it.
6. Tell me about an important goal you set and how you went about achieving it.
7. Tell me about a time you made a mistake.
8. Tell me about a challenge you've faced and how you've overcome it.
9. Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
10. Tell me about a time when you had too many things to do and you were required to prioritize your tasks.
11. What is your typical way of dealing with conflict? Give me an example.
12. Tell me about a difficult decision you've made in the last year.
13. Tell me about a situation in which you had to deal with a very upset customer or co-worker.

Questions To Ask

1. What is the most important thing I could do for your company in my first 30 days of employment? 90 days? 1 year?
2. What type of training opportunities are available for new employees?
3. Can you tell me about the performance review process here?
4. What are some of the challenges I can expect in this position?
5. Can you describe the culture of the organization?
6. What skills and experience would make an ideal candidate?
7. What constitutes success at in this position and organization?
8. Can you tell me about the team with whom I'll be working?
9. What do you like most about working here?
10. What is the next step in the process?