

INTERVIEW TIPS

BEFORE THE INTERVIEW:

1. RESEARCH the company or organization with whom you will be interviewing
 - Learn about the history, mission, organizational structure, philosophy, and position descriptions within the organization
 - Why? To make sure it is a place you will be happy working and to be well prepared for the interview
 - Where? the Internet (LinkedIn, Glassdoor, company website)
2. PREPARE for interview questions
 - Study possible interview questions and think about how you will answer them. Be comfortable with your responses; try not to sound rehearsed.
3. PRACTICE with a mock interview
 - Set-up a mock interview with a Career Services staff member

DURING THE INTERVIEW:

1. Arrive on time
2. Dress professionally
3. Bring copies of your resume and know your qualifications
4. Ask questions
5. Make a good first impression
 - a. Firm handshake
 - b. Be enthusiastic
 - c. Make eye contact
 - d. Turn off your phone and put it away
 - e. Don't be arrogant
 - f. Treat everyone in the building as part of the interview
 - g. Do not chew gum

AFTER THE INTERVIEW:

1. Send a thank you note
2. Make notes from your conversation with the interviewer

QUESTIONS YOU CAN ASK THE INTERVIEWER:

1. How would you describe your management style?
2. Can you describe your organizational culture?
3. What are the company's plans for growth in the next five years?
4. How do you encourage professional development?
5. What are some of the significant challenges I'd face in this position?
6. How much freedom would I have to determine my work objectives and deadlines?
7. What kind of support does this position receive in terms of people and finances?
8. Do you encourage participation in community or professional activities?
9. How would my performance be measured and how is successful performance usually rewarded?
10. What are the next steps in the hiring process?

BEHAVIORAL INTERVIEWS:

To answer behavioral interview questions that start like: *Tell me about a time when...*, *What do you do when...*, *Have you ever...*, *Give me an example of...*, *Describe a...*

Answer with the STAR method:

SITUATION: Set the scene and give the necessary details of your example.

TASK: Describe what your responsibility was in that situation.

ACTION: Explain exactly what steps you took to address it.

RESULT: Share what outcomes your actions achieved.