

INTERVIEWING

Before the Interview

Research the company

When preparing for your interviews, consider that you will impress the interviewer and be better prepared for the interview if you research the field/industry, the job, and the employer.

Know yourself

One of the best things you can do before an interview is get to know yourself. Also, learn how to present yourself in an impressive and professional way to the employer. Some things you might consider are:

- What have you accomplished?
- What are your strengths?
- Why are you a good fit for this position?
- Develop your 30 second “elevator speech”.

Know the process

There are many different types of interviews: conversational, behavioral, case or situational. There are also many different formats: one-on-one, rotational, panel or committee, assessment, marathon, group, recorded, Skype and meals or receptions.

Ask the recruiter or person setting up the interview what to expect. Ask other employees of the organization, or other students who have completed the process before you. Once you have an idea for what to expect, do a little extra studying on how to do well in your particular situation.

Practice

Practice, practice, practice! Remember, most questions are about what you have done to prepare yourself and what life’s experiences have taught you. Think of work environment questions – what would you be doing with this job and what kinds of things will they ask you about?

Now, how will you answer these questions? Remember the points you want to drive home, but do not memorize your answers word for word. It may be helpful to start by writing down your answers.

A mock interview can be helpful practice. The person conducting the mock interview can give you feedback on what they are hearing. Watching a recording of your interview can also give you helpful insight.

Have a good attitude

Have you ever noticed that people with jobs usually have an easier time getting a new job than people who are unemployed? This is often because of their attitude—they are not desperate, and the employer can tell they are only going to take the job if they see it as a good fit.

During the Interview

Be on time

Leave yourself plenty of time to get to the interview. Get to your interview a few minutes early. Ten minutes will give you time to relax a little before your

appointment. You can also use that time to look around and gain additional insight into the company. Be careful of arriving too early though; this may rush the interviewer who was not expecting you until a few minutes before your scheduled time.

First impressions

First impressions are critical! Be confident, approach people you see with a nice smile, appropriate eye contact, and a firm handshake. People often judge you by how you look, what you say, and how you say it.

Be polite to the receptionist, be respectful to the people you meet in the elevator, and do not do anything that will cause people to question your judgement. Use formal titles when addressing people. And wait to be invited to sit. Remember, your interview begins when you walk into the building.

Documents

The employer may already have your documents, but it is a good idea to bring them anyway. Print these documents on quality paper and bring several copies.

