

Interviewing

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Tips for a successful interview:

Before the Interview



Research the company

Research, research, research! 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 to know yourself! Learn how to present yourself in a professional way to the employer. Things you might consider: *What have I accomplished? What are my strengths? Why am I a good fit for this position?*

TIP: Can you answer the question, "Tell Me About Yourself?" If not, create an elevator pitch that describes your skills and strengths. Add that to why you are the best fit for the job and you have your answer!

Want to stand out? Use: "RATS" Lead with a pitch that gets attention like Results! Follow with your Action, Task, and Situation (RATS).



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 (video), Skype, meals, receptions, or events. Ask the recruiter or person setting up the interview what to expect. You can also ask other employees of the organization or students who have completed the process. 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! Practice in front of a mirror or with a friend, family member or a Career Coach. Record yourself on a device and watch for non verbal communication as well as how you answer the questions. Most questions are about what you have done to prepare yourself and what life's experiences have taught you. Behavioral questions ask how you have acted in certain situations and are frequently used. **Be specific!** Often employers will ask you to "tell them about a time when..." Remember the points you want to drive home, but do not memorize your answers word for word. Practice how to answer typical or "Top Ten" questions. Crazy or surprise questions are hard to prepare for but are a way for interviewers to see how you think on your feet.

TIP: Tell a story. *Frame your answers in a way that an interview understands where you have been and where you want to go with your career.*



Be on time

Leave yourself plenty of time to get to the interview including allowing extra time for traffic and parking. If you get to your interview a few minutes early you will have time to relax 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.

During the Interview



First impressions

First impressions are critical! Your interview begins when you walk into the building. Dress professionally, be confident, approach people you see with a smile, use appropriate eye contact, and a firm handshake. Interviewers will judge you by how you look, what you say, and how you say it.

TIP: Use good manners by being polite to the receptionist, respectful to the people you meet in the elevator, and don't do anything that will cause people to question your judgement.

Other tips: Use formal titles when addressing people and wait to be invited to be seated after you enter a room or office.



Documents *(including resume, cover letter, references, portfolio items)*

The employer may already have your documents, but it is a good idea to bring them with you anyway. Print these documents on quality paper and bring several copies. Make sure your documents look professional and represent you well.

After the Interview



Follow up!

Reach out through LinkedIn, email, or a phone call. Send a thank you letter and/or email.

A thank you note can help distinguish you from other candidates. Remember you are building your network. Even if you do not get the job or internship, keep in contact for future opportunities.

Types of Interviews:

