

CAREER SERVICES INTERVIEW ESSENTIALS

Day of the Interview

- Dress appropriately, neatly and conservatively. It is best to dress a notch above what someone else working at the company would wear on a daily basis.

- Arrive on-site 10-15 minutes early to collect yourself, take care of last minute details, insure being on-time, etc. You may want to scout out the location beforehand and determine any traffic or parking problems you might have. If you are going to be late, call.

- Bring copies of your resume and references with you. If you have developed a portfolio that you would like to share, bring this for the employer to view. You may also want to make a photocopy of your documents to give the employer if appropriate.

- When greeting the employer, remember to smile, maintain good eye contact and give a firm handshake. Be polite to everyone you meet from receptionists to upper management.

- Sit quietly and wait for the employer in the area indicated. Try to relax.

- Maintain appropriate body posture and non-verbals.
 - Be careful of distracting movement such as swinging or tapping your foot, playing with hair or jewelry, looking at your watch, etc.
 - Maintain good eye contact, but don't stare.
 - Limit hand motions if possible.
 - Be aware of the speed and pitch of your voice. Some people's voices become higher or you may speak more quickly when you are nervous.
 - Don't chew gum, eat or smoke unless specifically told it is appropriate to do so.
 - Absolutely do not use profane language.
 - Turn off cellular phones or pagers when interviewing.

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- Responding to questions
 - Use the STAR (Situation, Task, Action, Result) method for responding to questions where examples are requested.
 - Prepare yourself to respond to questions about education, experience, internships, etc. in this way.
 - Be positive and up-beat, this is not a place for modesty.
 - Prepare for most commonly asked questions, but don't memorize responses that may sound "canned".
 - Listen to the question and allow yourself a little time to think before you respond.
 - Ask for clarification instead of answering a question you don't understand.
 - Sit quietly between questions; they may use silence to see how you react to pressure.
 - Don't use trite or cliché responses to questions i.e. "I am a people person".
 - Avoid speaking negatively about former employers or educational institutions.

- Ask questions when given the opportunity. You should brainstorm questions ahead of time. Inquire about the continuation of the process. Express your thanks and offer any additional information you think may be important. Reiterate your interest and belief that you would work well within the organization.

- Spend a few minutes after the interview processing for yourself, making notes of things you want to remember to ask about later, etc.

- Follow-up a short thank you note and a phone call later. This should follow no more than 48 hours following the interview.