

CAREER SERVICES INTERVIEW ESSENTIALS

During the Interview

Remember to do the following during your interview!

- Maintain appropriate body posture and non-verbals.
- Be careful of distracting movements 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 during the interview.
- Absolutely do not use profane language.
- Turn off cellular phones or pagers when interviewing.
- Speak clearly so that the interviewer does not have trouble deciphering your speech.
- Use the STAR (Situation, Task, Action, Result) method of responding to questions where examples are requested.
- Be positive and up-beat, this is not a place for modesty.

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- 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.