

CAREER SERVICES INTERVIEW ESSENTIALS

Tips to Remember

- Dress appropriately- a notch above what someone else working at the company would wear on a daily basis.
- Perfect a firm, confident handshake.
- Eye contact equals honesty- look into the interviewer's eyes until you can see their eye color.
- Employers are typically seeking to know four things about you. That you:
 - Understand the job that needs to be done
 - Know how to do the job
 - Want to do the job- are motivated
 - Will do the job better than someone else
- Organizations hire for attitude and train for skills.
- Working is really about trading your skills for pay.
- When offered coffee or another drink it's best to politely decline.
- It's perfectly acceptable to repeat a question for clarification purposes and/or to take time to think about a response.
- Send a "thank you" note after the interview and follow up.