

Interview Preparation

Do's

1. Target your application or resume.
2. Dress to impress.
3. Take extra copies of your resume and supportive documents.
4. Contact the company, graduate school or organization to secure good directions.
5. Budget an extra hour to make sure you arrive early (arrive 15-20 minutes early in the lobby or office area of the interview)
6. Research, research, research and prepare a list of questions for the interviewer(s).
7. Ask for business cards in order to send Thank You correspondence.
8. Send Thank You notes (typed is typically best, however hand written can work in certain situations – email is not preferred).
9. Call to follow up, however do not pester the interviewer.

Don'ts

1. Do not arrive late.
2. Do not arrive unprepared.
3. Do not do the interview “just to get some practice.”
4. Try not to be too nervous and there are many ways to combat this. The easiest is to be confident and prepared.
5. Be polite and respectful, not confrontational.
6. Do not overreact to any question. If you are asked an uncomfortable question, explain that you are “not comfortable answering that question at this time.”
7. Do not wear too much jewelry or cologne.
8. Refrain from discussing politics, religion or personal matters in the interview (this is good practice for any job setting as well as this can immediately compromise how you are respected and treated in the office).
9. If you go to a lunch or dinner, do not drink alcohol. Stick with water, tea etc.

During the Interview

- Greet the interviewer warmly with a firm handshake.
- Be yourself.
- Follow the interviewer's lead.
- Maintain eye contact and smile. Sit up straight and slightly forward in the chair in an open posture. Don't cross your arms. Avoid nervous habits. A Mock Interview and help you become aware of and control these.
- Be positive, upbeat and enthusiastic. People want to hire people who are excited about working for them.
- Answer all questions honestly and briefly. Avoid yes or no answers by elaborating where appropriate, but don't go on endlessly. Be confident, but not arrogant.
- Speak clearly and distinctly—not too fast or too loudly. Use your best vocabulary, but be sure you use words correctly. Avoid slang.
- Be an active listener and speaker. Listen for cues the interviewer may give you. Don't be afraid to ask questions during the interview to clarify a point.
- Don't focus on negative parts of your previous experience. Do not complain about previous bosses or employers.
- Make sure you get a business card from the interviewer so you can follow up appropriately.
- Ask whether they need any additional information from you and when they expect to be making a decision.
- If you want the job, express your enthusiasm for the job and the company.

After the interview

- Make notes for your follow up.
- Send a thank you letter to your interviewer. If there was more than one, send each a note. Restate your enthusiasm for the position, briefly make any points you forgot to make during the interview.
- Evaluate your interview performance. What could you have done better? What should you have prepared that you didn't.
- If the position is offered, evaluate the offer and consider whether you want the job. Always make sure to inquire how soon they need to know if you are accepting the offer.
- If you don't get the job, ask why. Learn something from each experience.