**GETTING STARTED:**

- Firstly, congratulate yourself on receiving an interview!
- Assess your network of friends, colleagues, professors, former employers etc. for those who may be equipped to offer specific advice about interviewing with the particular employer/company.

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<th>PREPARATION</th>
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| - Begin by thoroughly researching the employer/company. Look for things like their mission statement to see if their overall values and goals align with yours.  
- Assess your skills and accomplishments and consider how you can cater those skills to suit the needs of the company.  
- You must be able to demonstrate that you have the skills and experience the organization is looking for in a way that is memorable.  
- Practice is key. Run through sample questions and brainstorm specific examples in which you actively used the strengths you want to highlight to the employer.  
- People remember stories easier than facts. Each story should highlight a skill or accomplishment that you want the interviewer to remember.  
- Schedule a mock interview through the Office of Career & Alumni Services.  
- Take time to prepare questions that you wish to ask the interviewer(s). These questions should demonstrate your knowledge of the employer/company. Never ask a question that you should already know the answer to or could easily find on the company website. |

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<th>THE INTERVIEW</th>
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| - Arrive 5 to 10 minutes early and dress to impress. Business professional is expected. Observe your surroundings. Get a feel for the office culture and atmosphere.  
- Greet the employer with a confident, firm, handshake and a smile. Speak clearly and enunciate your words. Make appropriate eye-contact.  
- Pay attention to body language that may portray nervousness or discomfort.  
- Always make sure you understand the question fully before responding. Don’t be afraid to ask the interviewer for clarification or to repeat the question.  
- Never speak poorly of past employers or colleagues. Try to frame all answers positively. If you are quick to criticize, the employer may assume that you will do that to him or her in the future. |
TYPES OF QUESTIONS

**Direct:** Questions that beg a specific, usually one-word, response.

*Example:* Are you willing to relocate?

**Open Ended:** Questions that offer the interviewee the opportunity to expand on their past experiences and elaborate on how that speaks to the way in which they would perform within the company.

*Example:* How would you describe yourself?

**Behavioral:** Questions that try to gauge your future performance by examining your past performances. These questions are typically hard to answer without some preparation and assessment of your skills before the interview takes place.

*Examples:* Describe a time when you went above and beyond the call of duty at work? Or Tell me about a recent mistake you made and how you handled it?

**Answering a Behavioral-Based Question:** Using the formula SAR will assist you in answering the question completely.

- S—Situation: Describe a specific situation and the problem that needed to be solved.
- A—Action: Explain in detail the action you personally took to resolve the situation.
- R—Result: Describe the response that your actions caused, make sure it is a positive example.

**Common Questions:**
- Tell me about yourself (Usually the first question, this sets the tone of the interview, so be prepared)
- Why do you want to work for us?
- What is your greatest strength? Greatest weakness?
- Why should we hire you?

While your answers should not sound rehearsed, you do want to show that you have considered how you will fit in the organization and how you will be able to utilize your knowledge, skills, and experience.

CONCLUDING THE INTERVIEW

- Make a point of thanking the interviewers graciously for their time.
- Reiterate your excitement at the idea of working for that employer/company.
- Collect the contact information of the interviewer(s).

AFTER THE INTERVIEW

- Send a thank you note to everyone who interviewed you, ideally within 24 hours.
- If time permits, a handwritten note is preferable, though an email will suffice if there is little time before the hiring decision is to be made.
- Thank the interviewer for their time and restate your interest. If possible, reference something discussed during the interview to personalize the note.
- Make sure there are no mistakes or typos!

**FINAL ADVICE**

→ During the interview, SMILE! Show enthusiasm and remain positive! Be an active listener.

→ After every interview, consider how you did, what worked, and ways in which you could improve in the future.