

## RESEARCH

- Research the company before the interview
  - Investigate products/services provided, organization history, mission, values, strategic plan, competitors, new initiatives, recent news
- Learn the names and background of a few of the key players in the organization

## TYPES OF QUESTIONS

- Traditional information seeking questions
  - Why should I hire you?
- Technical questions
  - How did your education help you prepare for this job?
- Behavioral based questions
- Give an example of a goal you didn't meet and how you handled it
- Illegal questions
- Do you have any outstanding debt?

## COMMON QUESTIONS

- Tell me about yourself
- Why should we hire you?
- What can you do for our company?
- What interests you most about this job?
- Do you have any questions for us?

## QUESTIONS TO ASK

- How will the company measure success for this position in the first 6 months?
- What are your goals for this position?
- What do your best employees do now to be successful?

## APPEARANCE & PRESENTATION

- Wear professional attire appropriate for the organization
- Look your best: consider a haircut, shave, and/or manicure
- Wear minimal perfume, body spray, or cologne
- Try to relax to ease tension
- Do not smoke or drink coffee prior to or on the way to the interview
- Bring a portfolio to hold copies of your resume and reference list, your list of questions, business cards, pens, and paper to take notes

## PREPARE & PRACTICE

- Identify what the employer may be looking for and think of specific examples of how you will meet those needs
- Identify your personal strengths and weaknesses
- Create a list of questions to ask the interviewer
- Practice responses to common questions
- "Tell me about yourself"
- Summarize your education, academic achievements, work experience, skills in 30-40 seconds
- Complete a practice interview with a Career Services Staff member or participate in a mock interview on Career Connection
- Practice giving the perfect handshake

## TRANSPORTATION

- Plan to arrive 15 minutes early
- Do a test-drive to the location at least one day prior to interviewing
  - Know how to get to the part of the building you will need to be
  - Verify your transportation is reliable
- Program your cell phone with the number of your contact at the company

## AFTER THE INTERVIEW

- Email a thank you note within 24 hours to all members of the interview team
- Reflect on your experience for good responses given to questions and opportunities to improve
- Meet with a Career Services staff member to reflect on the interview experience



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