INTERVIEW PREPARATION

Did you know?
Interviewing is a skill. By practicing interview techniques you can become a master at sharing your worth and presenting yourself effectively at interviews. Preparation is key to a successful interview and getting the job you want.

The following tips will help you prepare for before, during, and after a job interview. Regardless of industry, most employers are interested in the following:

- Communication (written and verbal)
- Interpersonal Skills
- Teamwork Skills
- Leadership Skills
- Industry Knowledge
- Organizational Skills
- Analytical and Problem-Solving Ability
- Maturity and Poise

Before the Interview:
- **Re-read** the job announcement for required and preferred qualifications.
- **Research** the employer, industry and career field further to determine potential topics that may be addressed. Learn as much as you can about the specific employer’s interview process.
- **Anticipate** questions and frame your responses. Have specific examples ready to illustrate skills, experiences and qualities. See Sample Interview Questions on the main Interviewing page.
- **Determine** logistics ahead of time (i.e. location, type of interview, time allocated)—don’t be shy about contacting Human Resources, if necessary, to clarify expectations.

During the Interview:

**Nonverbal**
- **Ensure** that the initial impression is professional and positive by dressing professionally and being on your best behavior the minute you walk in the door!
- **Introduce** yourself to each interviewer with a handshake, good eye contact and warm smile.
- **Utilize** good posture and appropriate enthusiasm throughout the interview.
- **Display** an assertive, mature and confident demeanor—you may have to practice in front of a mirror ahead of time!

**Verbal**
- **Remember** that good listening skills are just as important as your verbal responses to ensure that you understand and interpret questions accurately.
- **Answer** each question using specific examples and remember the required and preferred qualities detailed in the job announcement.
• **Gaging** the appropriate length of answers takes practice—you want to answer the question thoroughly while not talking too long. Participate in a MOCK INTERVIEW to hone your abilities.
• **Prepare** questions to ask at the end of the interview based on your research of the organization—you should always have at least one thoughtful question to demonstrate your interest in, and knowledge of, the position.
• **Close** positively by telling them you want the job!
• **Conclude** the interview by shaking hands, once again, and gathering cards (if able).

**After the interview:**
• **Write** down your impressions, questions, and other information to help you with the NEXT interview.
• **Send** a thank you letter within 48 hours—handwritten is best, but an e-mail thank you is sometimes acceptable.
• **Follow-up** after a week to ten days (unless told differently during the interview).