

Office of Career Development

Guide to Interviewing

This is your opportunity to showcase to the employer you are the one for the job.

Quick tips

Prepare for the interview

- Research the company
- Review the job description
- Know your skills
- Know your strengths, weaknesses and goals
- Practice your answers to basic questions
- Prepare questions you will have
- Pick out your cloths
- Get a good nights sleep

During the Interview

- Arrive early 5-10 minutes early
- Greet the receptionist
- Shake the employers hand
- Provide only professional experience information; avoid too much personal information
- Don't get off topic
- If unsure ask the employer to ask the question again
- Provide examples, facts, numbers, experiences you've had to answer questions
- Speak clearly, be engaged, don't fidget
- Be confident

Concluding the interview and follow-up

- Always ask questions (show your interest)
- Reaffirm your interest
- Thank the interviewer and ask next steps
- Ask for a business card for follow-up and thank you

Checklist

- ✓ Practice makes perfect
- ✓ Directions to where you need to go
- ✓ Extra copies of your resume
- ✓ Bring: transcript, samples of work, anything they may help you to showcase your work
- ✓ Paper and pen
- Reference sheet
- Turn your phone off or mute

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