

## Know Yourself

- Your past experiences
- Your skills and abilities
- Your personality and appearance
- Your knowledge of the employer, job, field, and
- Your future plans

## Know the Organization

- Who is the employer? What is their mission?
- What is their product or service?
- What has happened recently? Mergers, deregulation?
- What is the company climate/environment like?
- General industry trends?
- What/who is their competition?

## Preparing for the Interview

- Know the points you want to make.
- Create an outline of the strengths, skills and assets you have to offer and want to communicate in the interview.
- Develop examples or “stories” that demonstrate in some detail how you have applied these assets.
- Describe the situation, action and outcome.
- Prepare intelligent questions you want to ask the employer.
- Be sure your email address and phone message are professional.
- If you have social media, make it private or professional in case a prospective employer looks at it.

## Dress for Success

- Select apparel, fragrances, jewelry, hairstyle, etc. that do not detract from your professional image. The interviewer’s attention should be focused on what you say and your qualifications.
- Make sure your hair is clean, neat and professionally styled.
- Apparel should be clean and neatly pressed.
- Less is more. Keep your look simple and successful until you become accustomed to the environment and learn about the company’s dress code.

## First Impressions at the Interview

- Arrive early.
- Bring extra copies of your resume.
- Be courteous to everyone you meet.
- Greet the interviewer by name, with a smile. Be sure you know the correct pronunciation and spelling of the name.
- Shake hands using a firm, but not too firm, grip.

- Show enthusiasm and confidence in your voice and posture.

## During the Interview

- Send the right body language by relaxing and being yourself. Sit erect, use gestures if they come naturally, and maintain good eye contact.
- Turn off your cell phone ringer/buzzer and DO NOT answer calls.
- Speak clearly and concisely. Keep your responses specific. Ask for clarification if needed.
- Answer questions with honesty and sincerity.
- Be aware of the time allocated.
- Don’t criticize former employers faculty or associates.
- Close positively, end the interview as you started it by emphasizing your main strength.

## End of the Interview

- Reaffirm your interest in the job. For example: “After hearing more about your company and the position I am even more interested in the job. I hope to be working with you soon”.
- Ask when you can expect to hear back from the employer and the next steps in the process.
- Thank the interviewer and collect a business card or get the person’s name, phone and email.
- Follow-up after the interview.
- Take a moment to make some notes after each interview.
- Write and send a thank you letter that same evening. Forward any requested material promptly.
- If you don’t hear from the company within one week, contact them about the status of the position.

## Things to Avoid

- Do not sit until the employer offers a seat.
- Do not take notes during an interview.
- Do not smoke, chew gum or a breath mint during the interview.
- Do not listen in on telephone conversations or read or inspect documents on an interviewer’s desk.
- Do not call an interviewer “sir” or “madam”. Use the interviewer’s name in the interview, but don’t overdo it.
- Do not give one or two word answers. Answer questions thoroughly, but do not overpower the interview.
- Do not use profanity, even if the interviewer does.
- Do not ask “Will I get the job?”
- Do not discuss salary until later in the process.