The Interview

EFFECTIVE INTERVIEW

Reflect self-confidence and enthusiasm!

Convey interest, willingness & strong communication skills Convince the interviewer why you are the best candidate for the job or internship!

Strive to arrive about 15 minutes before your scheduled interview - plan ahead for traffic and parking!

PREPARE

Researching the company allows you to answer and ask appropriate questions

Research the employer's culture, products, customers and new ventures

Sources:

Company website, LinkedIn, Facebook (if active)

Preparation is the key to a successful interview!

DRESS TO IMPRESS

WOMEN:

Business suit, blouse/skirt
Closed-toe shoes (1-2")
Avoid revealing tops/skirts
One stud per ear/cover
visible tattoos

Men:

Business suit, shirt & tie (solid or subtle print)

Polished shoes

Take out piercings/cover visible tattoos

Appropriate Colors:

Suit: Navy, grey, brown, black Shirt: White, light blue, grey <u>Grooming</u>:

Women: hair nicely done, limit makeup & jewelry

Men: clean shave, hair cut

"You never get a second chance to make a first impression"

QUESTIONS

Tell me about yourself...

Why are your interested in this organization?

What is your greatest strength and greatest weakness?

Why should I hire you?

Career Services offers mock interview opportunities for you to practice your interview skills!

DON'T FORGET Have a firm handshake, maintain eye contact & SMILE! Prepare questions to ask the interviewer at the end

Inquire about when you can expect to hear back Ask for a business card & send a thank you letter (within 24 hours)

Will Succeed

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References

Name, Credentials (PhD, CPA, RN, etc.)

Title

Organization

Organization's Address

City, State, Zip Work Phone

Work Email

Relationship: (supervisor, professor, etc.)

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WHO CAN BE A REFERENCE?

Past or present supervisors, professors, internship or volunteer site supervisors

NUMBER OF REFERENCES:

List 3-5 professional references unless otherwise specified

PERMISSION:

Always ask permission to have someone listed as a reference

UPDATE YOUR REFERENCES:

Be sure to notify each reference prior to applying/when you get an interview