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!

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

**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
- Grooming:
  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 you interested in this organization?
- What is your greatest strength and greatest weakness?
- Why should I hire you?

**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)

Preparation is the key to a successful interview!

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