

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
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?

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.)

WHO CAN BE A REFERENCE?

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

Name, Credentials (PhD, CPA, RN, etc.)
Title
Organization
Organization's Address
City, State, Zip
Work Phone
Work Email
Relationship: (supervisor, professor, etc.)

NUMBER OF REFERENCES:

List 3-5 professional
references unless otherwise
specified

Name, Credentials (PhD, CPA, RN, etc.)
Title
Organization
Organization's Address
City, State, Zip
Work Phone
Work Email
Relationship: (supervisor, professor, etc.)

PERMISSION:

Always ask permission to
have someone listed as a
reference

Name, Credentials (PhD, CPA, RN, etc.)
Title
Organization
Organization's Address
City, State, Zip
Work Phone
Work Email
Relationship: (supervisor, professor, etc.)

UPDATE YOUR REFERENCES:

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

Name, Credentials (PhD, CPA, RN, etc.)
Title
Organization
Organization's Address
City, State, Zip
Work Phone
Work Email
Relationship: (supervisor, professor, etc.)