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

**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)

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

Preparation is the key to a successful interview!

**Sources:**
- Company website
- LinkedIn
- Facebook (if active)

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

Daemen University Career Services • 1st Floor Wick • www.daemen.edu/career • 716.839.8334
References

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

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

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