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

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

**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?

“You never get a second chance to make a first impression”

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)

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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

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