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
- 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)

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

Preparation is the key to a successful interview!

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

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

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<thead>
<tr>
<th>Name, Credentials (PhD, CPA, RN, etc.)</th>
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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