

INTERVIEWING PREPARATION

As you prepare for your upcoming interviews, you should consider the following tips.

1.) Prepare:

- a. *Research the company and position prior to the interview*
 - i. Check company website to identify mission, leadership team, company products/services
 - ii. Re-read job posting to ensure a good understanding of responsibilities and requirements
- b. *Select a professional outfit and know the appropriate steps for personal grooming.* (Note that company culture may vary, so if you have any question about what is appropriate, ask the recruiter.)
 - i. Plan out an outfit that is appropriate for the interview (refer to the *Professional Attire* handout)
 - ii. Accessories should not be distracting to you or the interviewers
- c. *Prepare/formulate/practice answers to typical interview questions*
 - i. Prepare answers to standard interview questions ("Tell me about yourself," etc.)
 - ii. Research common interview questions for the company or industry and prepare answers
 - iii. Use the STAR (Situation, Task, Action, Result) formula to answer questions using examples

2.) Perform:

- a. *Bring the appropriate documents and items to the interview*
 - i. Copies of résumé and cover letter for each interviewer, folio, notepad, pen, etc.
- b. *Display the appropriate body language, tone/volume, demeanor, etc.*
 - i. Firm handshake
 - ii. Smile and act friendly
 - iii. Maintain eye contact, but do not stare
 - iv. Display interest by leaning forward slightly, nodding, or using hand gestures
 - v. Be enthusiastic and keep tone confident and self-assured
- c. *Ask questions about the position and company that illustrate level of preparation and interest in the job*
 - i. Use info gained from researching the company and position to develop thoughtful questions
 - ii. At the end of the interview, explicitly express genuine interest in the role and ask for the job
 - iii. Find out what the next steps are in the hiring process, including timeline

3.) Follow up:

- a. *Send a thank you note (or email, if time constraints necessitate a quick response)*
 - i. Send notes no more than 48 hours after interview
 - ii. Send individual note to each interviewer (it helps to collect business cards at the interview)
 - iii. Use opportunity to emphasize your interest and thank the interviewer for information they shared
- b. *Follow up with the employer if not contacted in a reasonable amount of time*
 - i. Based on information provided from the interviewers regarding expected timeline, follow up with a phone call or email if no contact has been made
- c. *Seek feedback from interviewers regarding areas for improvement*
 - i. If job is not offered, most interviewers are open to providing feedback regarding interviewing and areas for improvement