



# Interview TIPS

An interview is your first face-to-face opportunity to present your background, experience, and skills to a potential employer. The interviewer's goal is to evaluate your skills, experience, and qualifications for the position as well as decide if you are the right "fit" for their organization. They are also evaluating if you have shared values and visions with their organizational culture.

***The interview gets you the job. Prepare yourself carefully. You got this!***

## Prepare for the Interview

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- **Plan Appropriate Attire**
  - Typically, business casual or business professional is appropriate. Focus on the word BUSINESS. Depending on the type of business casual (collared shirt, khakis) maybe okay.
  - Natural make-up, when in doubt, cover up. No perfume. No flashy jewelry. Hair- try to get it cut that week.
- **Research the Employer**
  - Researching the company, job, and industry shows you are truly interested and enthusiastic about the employer
  - Understanding the company and job will help you better address questions in the interview
- **Prepare for Questions**
  - Know your resume and experiences inside and out. Think how your experiences translate to what you are applying for. Think about your transferable skills
  - **Communicate your abilities:** these may come from personal qualities that pertain to the job or may come from activities, education, community service, projects, or work experiences
- **Make a good 1<sup>st</sup> Impression**
  - Arrive 10-15 minutes early. If you are unsure of where to go, take a test drive during the time of your interview
  - The interview starts on your drive there and does not end until you are back in your car
  - Happily, greet everyone you see on your walk to the interview, even in the restroom. You never know, they could be your potential next boss!
  - Introduce yourself to the receptionist and indicate why you are there and whom you are there to see
  - Take printed copies of your resume. This shows you are prepared
  - Carefully pay attention to the interviewer(s) name and repeat their name when you greet them
  - Show confidence, interest, assertiveness and enthusiasm
  - Be yourself. Smile. Be friendly, but professional. Remember they are not your friends. No slang
- **Non-Verbal Communication**
  - Shake hand firmly
  - Make eye contact when speaking to someone or while they are speaking to you
  - Wait until you are offered a seat or until the interviewer sits
  - Posture: stand tall, sit up straight
  - Try not to talk with your hands too much. It can be distracting to some
- **Closing the Interview**
  - Have questions for the interviewer. 2 minimum. It can be something about the position, company, something you heard in the interview. Be sure it is something that was not already covered.
    - What is your favorite part about working here?
    - What attributes does someone need to be successful in this position?
    - What gets you most excited about the company's future?
  - Thank them for the interview, give a firm handshake before leaving