

INTERVIEW GUIDELINES

SIUE CAREER DEVELOPMENT CENTER

Career
Development
Center

PREPARE FOR YOUR INTERVIEW

- Research the potential employer and know how you can benefit them and the skills that you have to offer.
- Review your resume and reflect on your own experience, what do you want the employer to really understand about you after the interview is over? What makes you different than other potential applicants?
- Study the job description that you are interviewing for!
- Prepare your introduction; Include your educational background, experience and specifically why you were interested in the position.
- Know where you are going! Is the interview on-site? Virtual? Plan ahead for time.
- Make a mock interview appointment with a Career Counselor to practice!

DRESS TO IMPRESS

- Dress professionally and always assume business professional dress is acceptable, unless otherwise noted by the employer.
- If you do not have business professional attire, make an appointment to visit the Cougar Career Closet where you can be provided with business attire of your choice.

ITEMS TO BRING

- Professional copies of your updated resume used to apply for the role.
- List of professional references.
- A copy of the job description.
- Pen and professional note pad.
- Always bring a face mask regardless of vaccination status.
- Optional: Hand sanitizer.

THE INTERVIEW

- Arrive for the interview 10-15 minutes ahead of time and remember the interview begins as soon as you arrive.
- Follow the interviewer's lead when shaking hands or communicate your comfort level politely.
- Relax, think positively and focus on what it would be like to work for this employer.
- Be aware of your non-verbal communication - maintain good posture, make eye contact.
- Do not hurry your responses but do communicate with confidence about your accomplishments and potential.
- Prepare questions to ask the employer. Make sure these are questions that are important to you and not questions you could research the answer.

POST INTERVIEW

- Make sure to get the contact information from everyone involved in the interviewing process.
- Follow up with a thank you note (handwritten) or thank you email.
- Re-emphasize your strengths.
- It is okay to follow up on the process after 10 business days.