

Guidelines for Interviewing

Preparation Tips

- **Practice**
 - Practice your interviewing techniques in advance by doing a mock interview with a career counselor from the Career Development Center. Do as many mock interviews as necessary to help you feel comfortable with the process.
 - Prepare a 1-2 minute script about yourself; include your educational background, experience, and reason why you are interested in the position.
- **Research**
 - Research the potential employer and know how you can benefit them; know the skills you have to offer.
 - Have directions in advance; if driving, ask where you are to park.
 - Take a trial run ahead of time, so you know exactly where you will be going and the time required to get to the interview.
- **Dress/Hygiene**
 - Dress in appropriate professional attire; it's best to be conservative.
 - Do wear deodorant, but don't wear perfume or cologne. If the interviewer is allergic to perfumes, your interview will likely end prematurely.
 - Wear cosmetics and jewelry conservatively; wear only a wedding ring (for men).
- **Items to Bring to the Interview**
 - Professional copies of your updated résumé and a list of your professional references.
 - Note pad and pen.
 - Copy of the job description or advertisement for the position.
 - A helpful hint for when you are in the interviewing stages of your job search is to make an interview packet to keep in your car. The packet should contain most of the above items along with breath mints, tissues, an extra pair of hose for women, and an extra tie for men.

The Interview

- **Arrival for the Interview**
 - Get there early (10-15 minutes); find a restroom and use a mirror to be sure you are looking your best.
 - Notify the receptionist of your arrival.
 - Relax; take deep breaths.
 - Reframe your thoughts if you're nervous; focus on "What would it be like to work here?"
- **Non-Verbals**
 - Greet the interviewer with a firm handshake and a smile.
 - Maintain straight body posture.
 - Make eye contact.
 - Communicate with pride, honesty, and confidence about your accomplishments and potential.
- **The Interview**
 - Keep in mind that employers are interested in how you respond (i.e., in a logical and thoughtful manner).
 - Try not to hurry your responses; take time to formulate your thoughts. It's OK for a few seconds of silence as you prepare your answer.
 - Pay attention to "illegal" questions that the interviewer may ask. If you perceive that the information is irrelevant to the responsibilities, you could ask how that information affects your employment with the company or your ability to perform the responsibilities of the position.
- **Post-Interview**
 - Follow up with a thank you within 24 hours.
 - Re-emphasize your strengths.
 - Send a thank you to everyone with whom you interviewed.

CAREER DEVELOPMENT CENTER

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