Preparation

Know Yourself and Practice

- Review your skills in relation to the position you are interested in; be able to describe 3 strengths
- Know your resume/application well. Look at ways your qualifications meet the job description/admissions requirements
- Develop at least 6 example STAR scenarios based on your professional and academic experiences, in relation to the position
- Verbally practice stories of past work experiences that demonstrate your skills using the STAR approach
- Familiarize yourself with potential interview questions and practice tailoring those situations to fit multiple questions

Know the Employer

- Read through the employer’s website, LinkedIn pages, and news related to org’s current events
- Network with current employees or students and ask them about the climate and the culture
- What products/services does the company provide? How many employees does the company have? How long have they been in business? What is the company’s mission or philosophy?
- Where is the interview?
- Who is interviewing you? Is it more than one-person?
- How long is the interview? Is there a schedule you can get of the day?

Interview Day

- Bring a professional looking folder or binder with a number of copies of your resume, business cards, and pad of paper. Also bring your own bottle of water and a pen
- Arrive about 15 minutes early, and be very nice to everyone you see in the office, bathroom, etc.
- Start with a firm (not too firm) handshake
- Know the environment: conservative or casual dress? Dress a step above the environment.
- Turn off your cell phone
- Do not chew gum

Professional Dress Codes

- Suits and professional business attire are usually appropriate
- Keep it simple - Be aware of strong scents, excessive jewelry, etc.

Questions and Etiquette

- Tell me about yourself
  - Go from past to present to future, focusing on where you have been, what you are doing now, and what your goals are as they all relate to the position or field
- Never leave a question unanswered (Listen for two part questions and take notes on each part)
- Within 24 hours of the interview, send a thank you card or email to every person who interviewed you – get business cards from each person during interview if possible