

Interview Tips

Congratulations! You have made it to the next step of the job application process - the interview. A job interview implies the employer sees potential in you as a candidate and would like to know more about you. The purpose of the job interview is to convince the employer you are qualified and competent for the position you've applied for.

Prepare

- Learn as much as you can about your potential employer. This includes familiarizing yourself with the mission, values and accomplishments of the organization. A good place to start is their website.
- Review qualifications for the job. Be prepared to tell them why you feel you are qualified.
- Be ready for broad questions. Knowing your response to some of these questions will show the employer confidence. Go over commonly asked questions like:
 - "Tell me about yourself"
 - "Why are you interested in this position?"
 - "What is your greatest strength/weakness?"
 - "What are your long – term goals" or "Where do you see yourself in 5 years?"
- Determine your interview outfit. An appropriate outfit can usually be described as business casual. Keep in mind that some departments, especially where there is interaction with customers or clients, attire will be judged more critically. No matter what, the outfit should be well-fitted, neat, clean, and pressed.

The Interview

- Arrive *at least* 15 minutes early. Do not be late!
- Use good manners with whomever you come in contact with (it may be the interviewer). If you are introduced to someone, repeat their name, shake their hand, make eye contact and smile.
- Do not chew gum, fidget or lose focus. Turn off your cell phone & iPod. In fact, don't even bring them with you!
- Use proper English and answer questions thoroughly.
- Bring with you a professional looking folder. Within the folder there should be a pad of paper, pen, and an updated résumé and list of references. If you have a portfolio, bring that as well.
- Relax! Take your time while answering questions. Do not be afraid to pause and formulate your response if you are stuck on a question.
- Be yourself.

Afterward

Even though you have completed the interview, the process is not over yet. If the employer gave you a time period in which you would hear back from them, be sure to wait it out. If that time has passed, feel free to make a brief follow-up phone call. Although not necessary in all scenarios, one of the simplest ways to increase your chances to continue in the hiring process is a thank-you card. The thank-you card tells the employer you are still enthusiastic about the position. Be persistent, but mostly be patient.