

Interviewing – Part 1

Before the Interview

Step One: Knowing Yourself

- ❖ What skills do you have and like to use? Take into account skills from all aspects of your life-work, internships, education, activities, community service, volunteer work
- ❖ What interests you? What are you passionate about? What issues are important to you?
- ❖ How would you describe your ideal job?
- ❖ What are your goals, both short and long term?
- ❖ What type of work environment do you prefer?

Step Two: Knowing the Employer

- ❖ Research the organization through the web, library, and any other contacts
- ❖ Learn about the position's job responsibilities
- ❖ Brainstorm some questions to ask the employer about their organization's environment

Step Three: Knowing What Questions to Ask the Employer

Prepare questions beforehand to ask the employer at the end of your interview. These questions will convey your interest and enthusiasm. Some example questions include:

- ❖ Describe a typical work day.
- ❖ What is your favorite part about working for this organization?
- ❖ Describe the work environment.
- ❖ What is the retention rate of this department/company for which I am applying?
- ❖ Are there any opportunities for professional development?
- ❖ What led you to your current position?



Interviewing – Part 2

The Actual Interview

Reminders and Helpful Tips:

- ❖ Dress in a professional, conservative and neat manner
 - Men: a well-tailored suit, conservative tie, polished shoes
 - Women: a well-tailored suit with minimal makeup and jewelry
 - Keep cologne to a minimum or don't wear it at all- it can distract the interviewer
- ❖ Review your resume and work history so you are ready to speak about both
- ❖ Arrive 15 minutes before the interview
- ❖ Bring extra copies of your resume
- ❖ Smile, take a deep breath and relax. It helps you to be comfortable so you can focus on the interview and be yourself
- ❖ Beware of your eye contact, gestures, posture, and hand movements
- ❖ Beware of using slang expressions or improper grammar



Examples of Standard Interview Questions:

- ❖ What are some of your strengths and weaknesses?
- ❖ Tell me about your internship/job at "X" organization.
- ❖ How would you describe yourself?
- ❖ What do you know about our company and the position for which you are applying?
- ❖ Tell me about your education and coursework and how they would relate to this position.
- ❖ What made you interested in this company and position?
- ❖ Describe some past leadership experience.

Interviewing – Part 3

After the Interview

Following up:

- ❖ Take notes right after your interview is finished and use them to remind yourself of what was discussed in the interview
- ❖ Within 24-48 hours send a thank you letter to the interviewer(s) expressing:
 - Your appreciation for the interview
 - The opportunity to learn more about the company
 - Reaffirm your interest and enthusiasm about the position and qualifications
 - Email is appropriate if there is a quick turnaround time to fill the position
 - A written thank you is always preferred
- ❖ Review your performance at the interview and think of anything you can do in order to improve in the future
- ❖ In you receive an offer, inform and thank everyone who helped you in the process
- ❖ If you do not receive an offer, follow up with the interviewer(s) to discuss what you could do to improve your next interview performance

