INTERVIEWING PREPARATION

As you prepare for your upcoming interviews, you should consider the following tips.

1.) Prepare:
   a. Research the company and position prior to the interview
      i. Check company website to identify mission, leadership team, company products/services
      ii. Re-read job posting to ensure a good understanding of responsibilities and requirements
   b. Select a professional outfit and know the appropriate steps for personal grooming. (Note that company culture may vary, so if you have any question about what is appropriate, ask the recruiter.)
      i. Plan out an outfit that is appropriate for the interview (refer to the Professional Attire handout)
      ii. Accessories should not be distracting to your or the interviewers
   c. Prepare/formulate/practice answers to typical interview questions
      i. Prepare answers to standard interview questions (“Tell me about yourself,” etc.)
      ii. Research common interview questions for the company or industry and prepare answers
      iii. Use the STAR (Situation, Task, Action, Result) formula to answer questions using examples

2.) Perform:
   a. Bring the appropriate documents and items to the interview
      i. Copies of résumé and cover letter for each interviewer, folio, notepad, pen, etc.
   b. Display the appropriate body language, tone/volume, demeanor, etc.
      i. Firm handshake
      ii. Smile and act friendly
      iii. Maintain eye contact, but do not stare
      iv. Display interest by leaning forward slightly, nodding, or using hand gestures
      v. Be enthusiastic and keep tone confident and self-assured
   c. Ask questions about the position and company that illustrate level of preparation and interest in the job
      i. Use info gained from researching the company and position to develop thoughtful questions
      ii. At the end of the interview, explicitly express genuine interest in the role and ask for the job
      iii. Find out what the next steps are in the hiring process, including timeline

3.) Follow up:
   a. Send a thank you note (or email, if time constraints necessitate a quick response)
      i. Send notes no more than 48 hours after interview
      ii. Send individual note to each interviewer (it helps to collect business cards at the interview)
      iii. Use opportunity to emphasize your interest and thank the interviewer for information they shared
   b. Follow up with the employer if not contacted in a reasonable amount of time
      i. Based on information provided from the interviewers regarding expected timeline, follow up with a phone call or email if no contact has been made
   c. Seek feedback from interviewers regarding areas for improvement
      i. If job is not offered, most interviewers are open to providing feedback regarding interviewing and areas for improvement