Face-to-Face Interview Tips

Do your homework – Research (Web Sites, Search Engines, Annual Reports, etc)

- Research the company (What do they do? What is their strategy? Who are their main competitors? How can you help them? Is the company right for you?)
- Research industry trends (Main characteristics of the industry. Main players within the industry. Growing/declining?)
- Research current job opening (Are you a fit? Why are you the best candidate?)
- Research the interviewer (Title, How long with the company? Interests?)
- Anticipate interview questions and prepare/practice those questions in advance
- Ask good questions during interview. (Try to anticipate what the interviewer is looking for in their ideal candidate. Ask questions that help confirm that you are the right person for the position.)

Make a great first impression - Informal or Formal, it is still an interview

- Men – Dark Suit, White Shirt, Tie
- Women– Conservative Skirt/Blouse or Dress. Pant Suits may be appropriate in some situations – Avoid bright colors, avoid heavy jewelry, no heavy makeup, no bright nail polish.
- Breath Check
- Don't smell like smoke
- No heavy cologne or perfume
- Sit up straight
- No closed body language
- Smile

Interview Etiquette

- Arrive early but not too early ( 10 – 15 minutes in advance)
- Be organized with proper documents
- Shake hands firmly (Not too hard or too soft)
- Wait to be asked to take a seat
- Use interviewer's last name unless directed differently
- Watch your mannerisms
- Keep a positive attitude
- Avoid controversial discussion topics
- Do not tell risky or off-colored jokes
- Do not over use business terminology
- Do not speak negatively of past employers
- Do not assume that you know your audience
- Thank interviewer/panel at the end of interview
- Send follow up thank you letter
Responding to interview questions

- Responses should reflect how you wish to be perceived by the interviewer (Ethical, Goal Oriented, Creative, Analytical, etc.)
- Be prepared to answer how your major is relevant to the position you are applying for and how it has prepared you for this position
- Be prepared to discuss your Analytical, Problem Solving, Teamwork, Writing, Presentation, Mathematical, Persuasion and Research skills
- Be prepared to respond to the question of - Why do you want this job and why do you want to work for our company? Show how and why you are a fit for the company
- Be prepared to show specific examples, action steps that you took and the specific result of your actions (Behavioral Based Interview)
- Be prepared to show how your past work experience has prepared you for this position
- Be prepared to discuss your failures and your successes
- Show enthusiasm in your answers
- Use open ended questions to your advantage. Use them to describe yourself in the way you wish to be perceived by the interviewer.
- Do not be defensive or apologize if asked to address a weakness during the interview
- Do not speak negatively of a previous employer
- Be able to articulate your transferrable skills

Ending the interview on a positive note

- Do not ask risky or sensitive questions in a first interview
- Emphasize your qualifications and skills
- Summarize why you are a fit for the company
- It is ok to tell interviewers where else you are interviewing if asked
- Know how to respond if you are asked what you will do if you do not get this position
- End with 30-second "Me" speech
- Send a follow up note to your interviewer

Phone Interview Tips

Purpose

Many employers screen interview candidates over the phone in an effort to reduce recruiting costs. The majority of phone interviews help recruiters determine if applicants are a fit for the company and for the current job opening. Additionally, phone interviews may be used for follow up questions from a previous face-to-face interview.

Be Prepared–You May Not Have Advance Notice

- Keep a copy of your resume and cover letter near the phone
- Keep a pen and pad of paper near the phone
- Always answer the phone in a friendly and professional manner
- Make sure that everyone who answers your phone understands that you may receive an important phone call and that they should answer the phone professionally
Succeeding In The Phone Interview

- Respond positively to the call
- Ask permission to leave the line, if necessary, to take care of background distractions such as stereos, pets, side conversations, etc.
- Ask to call back if this truly is an inconvenient time. Make sure to express your interest in the job and call back as quickly as possible.
- During the phone interview speak directly into the phone. Speak clearly and use normal tone and voice.
- Listen closely to the interview questions. Think through your answers as if you were in a face-to-face interview.
- Ask any relevant questions you may have regarding the company or the current job opening
- Listen for next steps. If none are offered, ask politely for the next steps.
- Make sure you take down the interviewer’s contact information such as name, title, phone number, mailing and email address, etc.
- Thank the interviewer for their time
- Immediately write a Thank You letter emphasizing your strengths and why you would be a good fit for the company