

Interviewing

Interviewing: Basic Advice

Here are some brief tips to help prepare you for an interview. These tips are not designed to replace interacting with a Career Center staff member. If you would like further interviewing skills assistance, please log on to [Handshake](#) to schedule an appointment or schedule a mock interview. Please bring a hard copy of your resume and possibly a job description.

In an interview, you will be asked a variety of questions. Some interviews last 10 minutes and others might last all day. **No matter the length or what they ask, they are trying to determine the following:**

"Why do you want to work here"?

The company wants to know why you are interested in working for them. To answer this question, you must do research on the company to understand their mission, services, goals, and future outlook.

"What are you going to do for us"?

The company is hoping to get an idea of what makes you unique and why they should hire you. Do you have the appropriate skills and abilities to complete the daily tasks? Can you prove it?

"Do you fit-in with us"?

This is not a direct question, but rather what they are assessing. You may have all the right answers to the interviewers' questions, but if they feel that you don't fit-in with existing team members, they won't let you into the organization.

Before the Interview

Research: Learn all you can about the company or organization by going to their Internet home page. Research current articles written about the company. Check out their social media pages and employees on Linked In.

Mental Preparation: Prepare potential interview questions that you may be asked and develop "stories" that will provide the interviewer with "proof" of your skills and competencies. This will help you to feel comfortable during the interview because you will know exactly what you are talking about. Ask yourself, "**why would I hire me?**"

Physical Preparation: The night before, plan your wardrobe and your travel route. Get plenty of sleep, drink more water, and exercise to help relax your nerves.

Some Basic Rules:

1. Arrive about 10 minutes early. Politely introduce yourself to the receptionist, why you are there, and whom you are there to see.
2. When first meeting the interviewer, extend your hand offer a firm (not vise-like) grip, make good eye contact, and express your appreciation for the interview.
3. Always address the interviewer as Ms., Mr., or Dr. Wait until being offered a chair and do not place any of your personal items on their desk.

The Interview:

1. Relax. Listen to the questions and begin to formulate your thoughts in the form of a "story" where you can provide **PROOF BY EXAMPLE TO EVERYTHING YOU SAY.**
2. Your answers should be able to convey **RESULTS AND ACCOMPLISHMENTS** orally the way your resume does on paper. Speak in a confident positive manner without being arrogant, and be aware of poor grammar and slang.
3. During the interview ask questions, maintain good eye contact, and body posture.