

# THE CAREER CENTER AT TOWSON UNIVERSITY

7800 York Road, Suite 206 410-704-2233

## INTERVIEW STRATEGIES

### **Before the Interview - be prepared:**

- Practice your interviewing skills - Call us for a mock interview session.
- Visit the company's Web site - be able to articulate basic information about the company such as: mission, philosophy, product line, services offered and organizational structure. Bring an extra copy of your resume.
- Dress professionally. Requirements: a suit, (a tie for men), polished closed toe dress shoes, and minimal make-up, no visible body piercing or facial hair. Shake hands, make direct eye-contact and use positive body language.
- Prepare a written list of questions to ask the recruiter - For help, google "interview questions to ask."
- Arrive at least 15 minutes before the interview. If traffic problems or an emergency occurs, call the company to let them know. Obtain the recruiter's contact information before you leave.

### **The interview - frequently asked questions from recruiters:**

- Tell me a little about yourself. (Professional not personal).
- What do you know about our company? (Information from the web site)
- What is the most challenging assignment you ever had? (Use an example that will highlight your skills, and the outcomes of the assignment)
- Give an example of a class or job related project that did not go as well as expected, and discuss what you learned from the experience. (Behavioral questions determine what you have learned, and how you will act in the future).
- Why should I consider you a strong applicant for this position? (Explain how your qualifications will be a good fit for the position and the company)
- What questions do you have for me? (Use your list of questions).

### **After the Interview - follow up:**

- Send a thank you note (mention a specific point made in the interview).

**The Career Center**  
**We can help with that**

[www.towson.edu/careercenter](http://www.towson.edu/careercenter)

