

Interview Preparation

Know Yourself

- Think about what you want from a job and/or employer. What kind of a position do you want? What are your interests, abilities, and values? How has your education prepared you for different kinds of positions?
- Know your career focus and objectives and be able to state them clearly and concisely
- Know and be able to articulate what you have to offer an employer.
- Know your strongest skills. Please refer to NACE Career Ready Skills Handout for information on what skills employers are looking for.

Employer Research

- It is vital to research the employer and the industry before an interview. You want to become familiar with the employer's products, services, financial situation, Web site, mission, vision, and value statement. Also, be aware of current employer news and industry trends by using tools such as Google Alerts.
- Be aware of the basic salary range for someone with your qualifications. Check out www.glassdoor.com or www.salary.com for examples.

Practice

- Practice answering potential interview questions and compile a list of questions you would like to ask the employer (always have questions to ask the employer!)
- Log in to Big Interview to practice your interviewing skills.

Interview Logistics

- Know the location of the interview and how long it will take you to get there, where to park and how much it will cost. The best way to do this is to plan a trial run to the interview location to avoid obstacles.
- Bring multiple copies of your resume and a reference list with you in a portfolio or a folder.

What to Do

- Know the different types of interviews – screening, one-on-one, panel, peer group, lunch/dinner, and second interview
- Find an “interview” suit that makes you look and feel great
- Create a business card with your contact information and degree(s)
- Reflect on your performance after the interview; what went well, where to improve
- Evaluate the position; is the job right for you?
- Keep a journal of all correspondence and job descriptions
- Be ready to make decisions

What Not to Do

- Appear apathetic
- Overdo your appearance – trendy or provocative clothing
- Show little interest or tell the recruiters your life story
- Freak out when asked a question you don't know
- Be someone you are not
- Interview without researching the company
- Appear overly confident or easily intimidated

What Recruiters Won't Tell You

- Your eye contact is weak and inconsistent and your handshake is limp – like a wet fish
- You say um, ah, or like too much, you talk too much, use bad grammar, and/or say inappropriate things. You appear over-confident, pushy, or desperate, talk too fast, too slow, too loud, or too soft
- You giggle, fidget, play with your pen or your hair, lack self-confidence, desire, conviction, clarity
- Therefore, they do not plan to hire you!