

# TIPS FOR INTERVIEWING SUCCESS

## **PRACTICE, PRACTICE, PRACTICE!**

Think, organize, write and practice. Interviewing is a skill. The more you practice the better you become! Use **Interview Stream**® to record and listen to yourself answer questions. Practice with a friend or stop in and sign up for a mock interview in Career Services.

## **RESEARCH THE ORGANIZATION**

Employers consistently report that students who come unprepared for interviews are eliminated from the applicant pool because they know little or nothing about the organization to which they are applying. Do your homework so you can talk more intelligently about why you want to work for the organization and how your skills and experiences will fit the organization.

## **TELL YOUR STORY**

Stress achievements which make you uniquely qualified for the job. Prepare a summary of your qualifications for the job. Back up these statements with specific concrete examples. Draw on your academic, volunteer, extracurricular and work experiences to show your skills and abilities.

## **PREPARE QUESTIONS FOR THE INTERVIEWERS**

Interviewers will often ask you, "What questions do you have for us?" Rather than stumble to think of relevant questions, take time before the interview to prepare several questions. At this stage in the process, stay away from questions on salary, benefits and vacation.

## **ODORS AND OTHER DISTRACTING ITEMS**

Some noses are more sensitive than others, so stay safe and avoid garlic, onions, strong perfumes and colognes, or smelling of cigarette smoke. Check to make sure you have no other items that will distract from you as a candidate. Avoid big earrings, low cut shirts, short skirts, snags in your nylons, hair in your face or white socks with your dress pants. Turn off your cell phone before the interview and wear a watch to keep time.

## **STAY POSITIVE**

Employers will view negative talk as an indication that you have a pessimistic or blaming attitude. Discuss negatives in terms of what you learned from these experiences.

## **NON-VERBALS**

Maintain good eye contact with the interviewer(s). Sit up straight, use hand gestures, smile and make sure you have a nice firm handshake. Watch for nervous habits – fidgeting, playing with your hair or clicking your pen.

## **MIND YOUR MANNERS**

Be polite to everyone you meet. If you are sharing a meal, watch your manners. Don't forget the basics... please, thank you and excuse me!

## **THANK YOU NOTES**

Send a thank you note to all people who participated in the interview. Send these within 48 hours after the interview. Thank them for the opportunity, restate your interest and highlight your fit for the organization. Make it brief, professional and error free.