

## INTERVIEW TIPS

1. Define your career goals. You must decide on specific areas of work you like to do. Do not state that you are looking for "an opportunity for advancement" or "a challenging position," but rather that you are interested in becoming a sales representative, a public accountant, a teacher, and eventually a high school principal, etc. Be as specific as possible. Don't give the impression that you will take whatever is available.
2. Be prepared to discuss career goals, future plans, and eventual areas of interest, additional education, geographical preferences, transfers and relocations.
3. Conduct some research on the firm or organization. It is important that you know as much as possible about a prospective employer. The more you know, the more comfortable you will feel in the interview. This will also help you to ask appropriate questions.
4. Proper grooming is essential. Neatness is noted by an employer. One's appearance is often interpreted as a reflection of one's attitude. Casual dress is not appropriate.
5. Be on time. It is imperative that you arrive several minutes prior to your scheduled appointment.
6. Give the interviewer a firm handshake. Introduce yourself and the reason you are there. Be courteous and thoughtful. Wait to be seated until invited to do so. Maintain good posture during the interview.
7. Be prepared to state why you are interested in a particular position or company. Your response should be concise, yet complete and accurate. Once you have adequately discussed a point, stop talking and wait for the interviewer to continue with his next question.
8. Have some practice or dry run interviews. Contact Career Services for information on interview coaching. Interview coaching (on-line or in person) is designed to allow you the opportunity to study yourself in an interview situation and receive a critique of your interviewing skills. These practice sessions will develop poise and confidence and help improve your abilities.
9. Get a feel for the expected salary before the interview. Do not initiate conversation about salary or vacations and, if possible, do not discuss unless there is a job offer.
10. Know your strengths and weaknesses. Do not attempt to "bluff" your way through an interview. If you do not know the answer to a question, simply say so.
11. Prepare several questions about the organization and the position for which you are applying. At the appropriate time, direct them to the interviewer. Don't take notes during the interview, but do write down main points once you have left the room. Consider asking the question "Are there any questions or concerns you have about my skills and ability in performing the responsibilities of the job?"
12. Be aware of your vocabulary and grammar. Avoid slang expressions and the overuse of common phrases.
13. Be yourself during the interview. Don't try to be something you are not.
14. Dwell on positives rather than negatives. For example, don't apologize for grades but perhaps give a brief explanation if appropriate.
15. At the conclusion of the interview, be sure you understand what is expected of you and what is going to happen next. Don't leave an interview up in the air. Always thank the interviewer for their time.
16. A brief note or letter of appreciation is always in order confirming your interest in the position.
17. Remember, be a good listener and always speak clearly and audibly.