



# INTERVIEWING TIPS

## **Resume Preparation**

- Tailor resume to job opening
- Make sure resume highlights relevant experience
- Highlight skills and accomplishments
- Should be clearly written and easy to read
- Keep in chronological order
- No more than one page if you are still in school or have been out of school for less than 4 years
- Professionally or laser printed on quality paper

## **Be Familiar With Your Resume**

- Be able to speak in detail about information you have listed on your resume
- Be able to explain any gaps in employment
- Make sure your resume highlights why you are a fit for the job
- Make sure that your resume is crafted to highlight key experience, skills and duties which were listed in the job description
- Be prepared to show that you are or have leadership, analytical, communication, problem resolution and creative skills and/or abilities

## **Do your Homework - Research (Web Sites, Search Engines, Annual Reports)**

- Research the company (What do they do? What is their strategy? Who are their main competitors? How can you help them? Is the company right for you?)
- Research industry trends (Main characteristics of the industry. Main players within the industry. Growing/declining?)
- Research current job opening (Are you a fit? Why are you the best candidate?)
- Research the interviewer (Title, How long with the company? Interests?)
- Anticipate interview questions and prepare/practice those questions in advance
- Ask good questions during interview (Try to anticipate what the interviewer is looking for in their ideal candidate. Ask questions that help confirm that you are the right person for the position)

## **Make a Great First Impression - Informal or Formal It is Still an Interview**

- Dress appropriately
- Men - Dark Suit, White Shirt, Tie
- Women - Conservative Skirt/Blouse or Dress. Pant Suits may be appropriate in some situations
- Avoid bright colors, avoid heavy jewelry, no heavy makeup, no bright nail polish
- Personal Hygiene—Breath Check, Don't smell like smoke
- No heavy cologne or perfume
- Posture—Sit up straight, No closed body language, Smile

# INTERVIEWING TIPS – PAGE 2

## Interview Etiquette

- Arrive early but not too early (10 - 15 minutes in advance)
- Be organized with proper documents
- Be prepared with professional pen and pad
- Shake hands firmly (not too hard or too soft)
- Wait to be asked to take a seat
- Use interviewer's last name unless directed differently
- Watch your mannerisms
- Keep a positive attitude
- Avoid controversial discussion topics
- Do not tell risky or off-colored jokes
- Do not overuse business terminology
- Do not speak negatively of past employers
- Do not assume that you know your audience
- Thank interviewer/panel at the end of interview
- Send follow up thank you letter

## Responding to Interview Questions

- Responses should reflect how you wish to be perceived by the interviewer (Ethical, Goal Oriented, Creative, Analytical, etc.)
- Be prepared to answer how your major is relevant to the position you are applying for and how it has prepared you for this position.
- Be prepared to discuss your Analytical, Problem Solving, Teamwork, Writing, Presentation, Mathematical, Persuasion and Research skills
- Be prepared to respond to the question of "Why do you want this job and why do you want to work for our company?" Show how and why you are a "fit" for the company.
- Be prepared to show specific examples, action steps that you took and the specific result of your actions (Behavioral Based Interview)
- Be prepared to show how your past work experience has prepared you for this position
- Be prepared to discuss your failures and your successes
- Show enthusiasm in your answers
- Use open ended questions to your advantage. Use them to describe yourself in the way you wish to be perceived by the interviewer
- Do not be defensive or apologize if asked to address a weakness during the interview
- Do not speak negatively of a previous employer
- Be able to articulate your transferrable skills

## Ending the Interview On a Positive Note

- Do not ask risky or sensitive questions in a first interview
- Emphasize your qualifications and skills
- Summarize why you are a fit for the company
- It is ok to tell interviewers where else you are interviewing if asked
- Know how to respond if you are asked what you will do if you do not get this position
- End with 30 second "Me" speech
- Send a follow up note or thank you note to your interviewer