

THE INTERVIEW

A TWO-WAY STREET

The interview is used to evaluate your skills, background, and personality. Do you fit in? Will you stay? But don't forget that this is also your chance to ask questions about the company culture, values, and the job itself.

BE PREPARED

Logistics

Interviews can happen just about anywhere. Your interview may be held on campus, at the organization, a restaurant, or elsewhere. You may meet with one person or with a panel. You may be asked to return over several days to meet with different departments, or have multiple interviews in one day.

 *You may ask the recruiter or hiring manager, "With whom will I be interviewing? Are there any additional materials or information you would like me to bring?"*

Research

Research the employer before your interview and make sure you understand the mission, philosophy, key products, and services. Asking questions about the employer and connecting your skills and experience to their needs is key.

IN-PERSON INTERVIEWS

Arrival

Arrive at your destination at least 15 minutes before the interview—but don't check in more than 5 minutes prior unless requested by the hiring contact. Give yourself a few moments to review any questions you have for the employer and go into the interview relaxed and confident.

 *Don't be late! But if the unavoidable happens, call the interviewer right away and explain the reason for the delay.*

Etiquette

The interview starts the moment you walk through the employer's door. Waiting room behaviors are part of your first impression. Turn off your phone and review your notes about the organization. Within the first 30 seconds, your potential employer will make a judgment about you, so dress professionally, make eye contact and smile, firmly shake hands, and introduce yourself with a friendly greeting.

Getting Started

The recruiter will start with a greeting and an introduction. Remember, "Tell me a little about yourself" is not your personal history. Be brief (2-3 minute overview), highlighting your strengths and your most important accomplishments.

Answer Questions

Approach the interview like a conversation and use the STAR method when asked behavior-based questions:

Situation/Task, Action, Results

- Briefly outline a situation/task with a positive outcome
- Explain what action you took to complete or remedy it
- Share the results

WRAPPING UP

Rock Your Research!

This is when you can show that you researched the position and the organization. Employers will typically close the process with "Do you have any questions for me?" Reference your notes. Bring a list of questions with you.

Appreciation

Thank your interviewer(s), reaffirm your interest in the position, and ask for a business card.

Send a short personal letter or email of thanks to your interviewer and anyone else involved in the interview process within 24 hours. This letter or email should highlight your qualifications one last time and ask about the next steps in the process if they have not been addressed.