

# Interviewing Tips

## **Prior to the Interview**

- Research the company
  - Doing your homework on the organization before the interview shows the recruiter that you care about their purposes and goals.
  - All organizations, large or small profit or nonprofit, love to be loved.
  - If you have gone to the trouble to know something about the company, recruiters are always favorably impressed with you.
- Practice your answers to interview questions
  - Candidates who have done their homework are better able to discuss how their experiences and qualifications match-up with the company's needs.
  - Candidates who know the company can also talk about how they can make an immediate contribution to the business
- Plan what you are going to wear to the interview
  - It is important to look professional and well-groomed. You may want to call the company and find out what the company's dress code is prior to the interview.
- Visit the company in advance
  - You don't want to be late for the interview. Before the interview find out how much time it will take you to get to the company. Once you know the time it takes to get to the company add on additional time in case of traffic and to ensure you will arrive early.

## **The Day of the Interview**

- Take extra resumes with you
- Take a pad of paper and pen to take notes
- Arrive early
- Be prepared to give examples of your skills at the interview

## **At the Interview**

- Announce yourself to the receptionist in a professional manner when arriving for the interview
- Greet your interviewer(s) with a firm handshake
  - The first impression can be a great beginning or a quick ending—to your interview.
- Practice good nonverbal communication
  - Smile and make eye contact during the interview demonstrates confidence and will help you connect with interviewer.
- Speak slowly, clearly and pause to think and use appropriate language
  - When an interviewer asks for an example of a time when you did something, the interviewer is seeking a sample of past behavior. If you fail to relate a specific example, you not only don't answer the questions but you also miss an opportunity to prove your ability and tell about your skills.
- Be honest
  - When responding to interviewers questions answer honestly. Do not tell the interviewer what they want to hear unless you have the skills they are looking for.
- Be assertive
  - But don't be overly confident. Attitude will play a key role in your interview success. There is a fine balance between confidence, professionalism and modesty. It is important to bring energy and enthusiasm to the interview.

- Listen
    - From the beginning of the interview, your interviewer is giving you information. If you are not listening you may miss an opportunity.
  - Maintain the three C's during the interview
    - Remain cool, calm and confident. You know you can do the job, make sure the interviewer believes you can.
  - Ask questions
    - When the interviewer asks if you have any questions, it is extremely important to ask questions to demonstrate an interest in what goes on in the company. The best questions come from listening to what is asked during the interview and asking additional questions.
  - Ask the interviewer for a business card at the conclusion of the interview
    - After the interview you will want to send a thank you note to the interviewer and now you have the proper spelling of the interviewer's name and the address.
- Remember to thank the interviewer for his/her time and give a firm handshake.

### **After the Interview**

- Follow-Up with the interviewer
  - By following up with the interviewer after the interview, you could have the edge over another candidate. You can either write a thank you note, send an email or call the interviewer.
- Reflect on your interview
  - Determine if you had difficulty answering any questions. Did you forget to mention your extracurricular activities .....your volunteer work....other skills?
- Review your resume
  - Take a look at resume to see if you need to add additional information or revise your resume to fit your work experience better.