

Before the Interview

Research the employer and the industry.

- Read about the company's mission statement, management team, and latest news on their web site.
- Follow the company on Twitter and LinkedIn for updates.
- If you know someone at the organization or company, ask about the company's culture or current projects.

Review your relevant strengths, skills, education, experience, and goals (practice out loud):

- Be prepared to address anything on your résumé.
- Develop specific stories and examples to support your top qualities and strengths.
- Outline and practice answers to common questions.



Be Professional:*

- Wear business attire.
- Have a professional email address.
- Make sure your voicemail is appropriate.
- If you have to cancel, be sure to notify the company in advance.

Clean up your online presence.

- Remove/untag embarrassing photos on Facebook/other online networks. Make sure content is work-friendly on blogs or tweets.

Get feedback through a mock interview.

- Portfolio 201 mandatory mock interview or schedule a mock interview in Miller 111.

Map out your travel route.

During the Interview

Bring to your interview.

- A pen, professional folio to carry papers and a note pad.
- Copies of your résumé, a list of references.
- Relevant work/writing samples.
- A list of at least five prepared questions to ask your interviewers.



Observe basic business etiquette.

- Double-check that your phone is off.
- Start with a firm, confident handshake.
- Wait until the interviewer offers you a chair before sitting.

Project confidence through your body language.

- Have good posture and eye contact.
- Do not cross your arms in an interview.

Answer questions honestly, target the position and don't reveal unnecessary information.

- Be accurate, as employers may verify information.
- If they don't ask for your weaknesses, don't tell any!

Use specific examples to support strengths and answer situational questions.*

- Interviewers often ask situational, or behavior-based, questions (*e.g. Tell me about your role on a team, Describe a mistake you've made and what you would have done differently*)
- Give a specific situation. See STAR on back.

The End/After the Interview

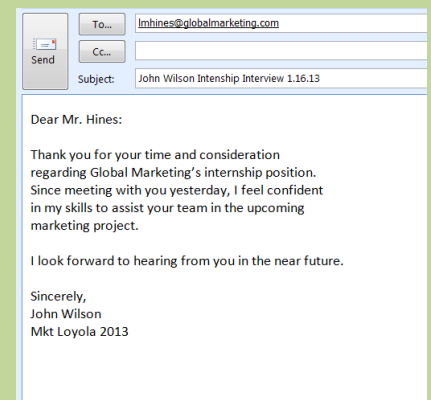
Ask for the position, and define the next step in the hiring process.*

- State your interest and get a sense of the interview timeline.
- Do not bring up salary or benefits in the interview stage.
- Thank the interviewer.

Collect business cards, and send thank you notes or emails.

- Ask your interviewers for their business cards.
- Send a thank you note or email within a day to each individual.
- Thank your references.

Sample Thank You E-mail.



Jot down notes on your interview performance.

- Many interviewers will ask similar questions.
- If you were stumped, think about how you would answer next time.
- See your career coach in **Business Portfolio!**

* **MORE SAMPLES ON BACK**



Student-Centered Professional Development