

RESEARCH

- Research the company before the interview
 - ▶ Investigate products/services provided, organization history, mission, values, strategic plan, competitors, new initiatives, recent news
- Learn the names and background of a few key players

COMMON QUESTIONS

- Why should I hire you?
- How did your education help you prepare for this job?
- Give an example of a goal you didn't meet and how you handled it
- Tell me about yourself
- What can you do for our company?
- What interests you most about this job?

QUESTIONS TO ASK

- How will the company measure success for this position in the first six months?
- What are your goals for this position?
- What do your best employees do now to be successful?

APPEARANCE & PRESENTATION

- Wear professional attire
- Look your best: consider a haircut, shave, and/or manicure
- Wear minimal perfume, body spray, or cologne
- Try to relax to ease tension
- Do not smoke or drink coffee prior to the interview
- Bring a portfolio to hold copies of your résumé and reference list, your list of questions, business cards, pens, and paper to take notes



PREPARE & PRACTICE

- Identify what the employer may be looking for and think of specific examples of how you will meet those needs
- Identify your personal strengths and weaknesses
- Create a list of questions to ask the interviewer
- Practice responses to common questions
- Summarize your education, academic achievements, work experience, skills in 30-40 seconds
- Complete a practice interview with a Career Transitions Staff member or participate in a mock interview on Career Connection
- Practice giving the perfect handshake

TRANSPORTATION

- Plan to arrive 15 minutes early
- Do a test-drive to the location prior to interviewing
- Know how to get to the part of the building you will need to be
- Verify your transportation is reliable
- Program your cell phone with the number of your contact at the company

AFTER THE INTERVIEW

- Email a thank you note within 24 hours to all members of the interview team
- Reflect on your experience and opportunities to improve
- Meet with a Career Transitions staff member to review the interview experience