

Interviewing Tips

ANALYZE STRENGTHS AND WEAKNESSES: In preparing for interviews, start by doing some solid, honest self-assessment. Analyze your strengths and weaknesses, your background, your academic performance, your career interest and your aspirations and values. In other words, begin to formulate in your own mind, not only what you would like to do but also what you feel you are best prepared to do. Be ready to clearly describe your and why your skills, knowledge, background and experiences have made you a good candidate for your desired career position.

RESEARCH YOUR CAREER FIELD: Gain as much information as you can by exploring related texts and websites, and networking with professionals and alumni whose major was the same as yours.

DRESS IN GOOD TASTE: Although most employers are becoming more liberal in their standard of dress and appearance, let basic good taste be your guide. With some employers, appearance could be the deciding factor. The question you have to ask yourself is “How important is it?” Always Dress to impress.

BE YOURSELF, BUT SELL YOURSELF: Your attitude is going to influence the interviewer’s evaluation from the moment that they set eyes on you. Don’t try to be something your aren’t...just be yourself. Emphasize your best selling points and remember that the recruiter is looking for the inherent personal energy and enthusiasm. The interview is your opportunity to sell a product and that product is you!

DWELL ON THE POSITIVE: While past failures and shortcoming need not be volunteered, don’t try to cover them up or sidestep them. Should recruiters ask about them, try to explain the circumstances rather than give excuses or blame others. Remember, they are human too, and have probably made a few mistakes. You will create a better impression by being honest and candid provided you remain positive.

ASK QUESTIONS: When invited and appropriate, ask meaningful questions, particularly if you are not clear about the details of the job, training programs, or other job-related concerns.

DETERMINE FOLLOW-UP PROCEDURES: Never leave an interview without determining what the next steps (both your’s and the employer’s) will be. Inquire about the timeline of an employer’s search process, and when you should expect to hear from them. Be sure to ask for business cards from all interviewers so that you have contact information for further correspondence. Immediately follow-up with a thank you note. Provide whatever credentials, references or transcripts are requested by the prospective employer as soon as possible.