

## **Job Interview Strategy – Before, During & After**

An interview gives you the opportunity to showcase your qualifications to an employer, so it pays to be well prepared. The following information provides some helpful hints.

### **Before the Interview**

#### **Prepare, prepare, prepare – interviewing requires practice.**

- Know your skills, interests, values, and accomplishments.

#### **Research the company – read the website.**

- What do you see that you like?
- What is their vision and mission – what do you think about it?
- Determine why you want to work for this company.
- Be prepared to ask questions about the position and the organization, but avoid questions with answers that can easily be found on the company website.

#### **Do you have friends, family or know any alumni who work for the company?**

- If so, contact them to talk about their interview and hiring process.
- They may also tell you about the corporate culture, possible career paths, etc.

#### **Practice typical and targeted interview questions:**

- Why are you interested in this field?
- Why are you interested in this company?
- Why are you interested in this position?
- Why should we hire you?
- Be prepared to discuss anything on your resume – if it is not important enough to talk about, then it should not be there.

#### **Be prepared to answer questions you really don't want to answer. For example, your:**

- Greatest weakness
- Lack of related experience
- Low GPA
- Lack of leadership experiences

#### **Prepare questions to ask questions:**

- These questions should reflect your research on the company and the job, but never information that is easily found on the website or in a brochure.
- Do NOT ask about salary or benefits!

## **During the Interview**

- Dress appropriately, be well groomed, have appropriate body language, and be personable.
- Avoid heavy perfume as some people are allergic to odors.
- Avoid chewing gum.
- Know the location – drive by ahead of time if possible, be at least 10 minutes early for your interview.
- Allow plenty of time for traffic, getting lost, and parking problems.
- Use good manners with everyone that you meet – if you are rude to anyone, receptionist, administrative assistant, etc. the interviewer will hear about it.
- Turn your cell phone off before the interview.
- Listen carefully to the questions and answer accordingly.
- Use proper language—avoid slang.
- Bring extra copies of your resume, as well as your references and transcript (if requested).
- If possible, collect business cards from each person with whom you interview.
- Ask about time frames for filling the position, and how and when you will be notified.

## **After the Interview**

- Send a thank you note within 24-48 hours of your interview to each person who interviewed you. Email is fine, but be professional.
- Restate your interest and your specific qualifications for the position.