

The Interview: First Steps

KNOW THE POSITION

- Carefully review and understand the position description
- When a written description is unavailable, ask the hiring manager for details and/or speak with professionals you know at the organization or in the same industry
- Understand the desired/required qualifications, and be ready to share relevant examples from your experience

KNOW THE ORGANIZATION

- Research the organization's mission, vision, and values
- Be familiar with the organization's products/services as well as recent news and trends
- Be prepared to share specific ways you will help the organization reach its goals

KNOW YOURSELF

- Know what is on your resume and be prepared to elaborate and offer specific examples
- Create a list of strengths and skills you have to offer that relate to the position
- Come up with a few brief stories about your past skills, strengths, and accomplishments to illustrate your experience and skills; real-life examples provide evidence of your abilities

GENERAL TIPS

- Arrive 10-15 minutes early and turn off your cell phone
- Use effective non-verbal communication: a firm handshake, friendly smile, and appropriate eye contact
- Remember that body language can help convey confidence, enthusiasm, and interest
- Be courteous to everyone and only speak positively about others (faculty, past employers, co-workers, etc.)
- Always be sincere and honest
- Prepare several questions to ask the employer (see pg. 13)
- Collect business cards from all interviewers and promptly send separate thank you notes (email and/or mail) and any requested materials
- If you have not heard from the employer by the date they said they would contact you, allow 1-2 extra days, then take the initiative to follow up