

INTERVIEWING STRATEGIES

Before the interview:

- Research the organization. (Company web pages, www.vault.com , www.wetfeet.com, www.rileyguide.com or Sorkin's Directory, Moody's, or Hoover's at most Public Libraries)
- Develop 5 - 10 questions about the organization to ask during the interview, based on your knowledge of the company and your values in the workplace (Money, advancement, prestige, location, friendly co-workers, variety, challenge, autonomy).
- Compile an interview portfolio with extra hard copies of your resume (on good resume paper), your list of references, a copy of the cover letter that you sent, thank you notes, paper and pen.
- Prepare a 60 second commercial that speaks to the inquiry - "Tell me about yourself."
Be able to describe your transferable skills and qualifications that relate to the position for which you are applying.

At the interview:

- Be 15 minutes early. If you are not sure where the place is located or where to park, do a trial run before the actual day of the interview. This will avoid any last minute surprises. (Ask if there is anything that you need to know to access their building or office. Such as security codes or check-in requirements.)
- Dress for success! You should look the best that you possibly can. Remember, you never get a second chance to make a first impression. It is always better to be over- dressed than under-dressed in an interview situation.
- Be ready to answer the basic interview questions honestly and succinctly. Know your strengths and weaknesses.
- Understand behavioral interviewing techniques and have specific examples to share that are related to job qualifications, such as problem solving skills, flexibility, ability to make decisions, conflict resolution skills, interpersonal skills, oral and written communication skills, etc.
- Utilize direct listening techniques. Smile and maintain eye contact. Ask questions if you are unsure what they are asking. Be aware of your body language and what it is communicating to the interviewer.
- Use specific examples from your past work experience or from your academic achievements to demonstrate your accomplishments. Avoid discussing personal issues related to family and relationships.
- Find out the hiring decision timeline. When will they be selecting a candidate for this opening? How will you be notified of the next step?
- If you are interested in a particular position, let the recruiter know this. Ask for the position.
- Thank the recruiter for their time.
- Get the recruiter's business card for future reference and follow up.

After the interview:

- Send a thank you note within 48 hours or write one and give to the receptionist after your interview.
- Make notes about your impressions and interest in the position.
- Notify your references about the interview and brief them on specifics of the position.
- Follow up within 7 – 10 days to express your continued interest in the position.

Remember:

- Be prepared. Be positive and be professional.
- This is not the time to talk negatively about past positions, past employers, or past co-workers.