

# Interviews

## 10 TIPS FOR INTERVIEWING



### Tip 1: RESEARCH THE COMPANY

Be knowledgeable about the organization. Know what the company does, how they rank within the industry and their mission and values. Potential resources to consider: [Glassdoor.com](https://www.glassdoor.com)



### Tip 2: PREPARE FOR TRAVEL

If driving, research where the company is located and look to see if the organization has their own parking lot or if it's street parking only. If taking public transportation, research the route and transit schedules.



### Tip 3: DRESS FOR SUCCESS

Decide on your outfit the day before and ensure it is clean and presentable. For more information check out the How To Guide on Dressing for Success from Career Services



### Tip 4: PREPARE YOUR INTERVIEW PORTFOLIO

Put together a portfolio or nice folder with copies of your cover letter, resume and a list of questions to ask the interviewer at the end of the interview. Sometimes employers forget to print out your resume and will ask you for a copy.

#### ⇒ Sample Questions To Ask at the end of an interview

- *What would a daily routine look like for this position?*
- *How would you describe the work culture?*
- *What would be the most challenging part of this position?*
- *What do you find most rewarding working for XYZ Company?*



### Tip 5: PRACTICE COMMON INTERVIEW QUESTIONS

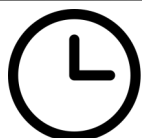
Employers from each field will commonly ask similar questions during the interviews. Research online for most common interview questions for the position you are applying for and start practicing how you would answer each.

#### ⇒ Can you tell me about yourself?

*This is one of the most frequently asked interview questions. Be prepared by practicing your answer before hand*

- *Don't recite your resume.*
- *Show your passion for the work*

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### Tip 6: **ARRIVE EARLY**

Plan to arrive 15 minutes early, this allows time for traffic and ensures you will not be late. This gives you extra time to find a parking spot or in case the public transportation is running behind schedule. Being ahead of schedule will give you time to mentally prepare for the interview.



### Tip 7: **SILENCE YOUR CELL PHONE**

Before your interview make sure to silence your cell phone and put it away. Your mind should be focused on the interview as soon as you step into the parking lot. Stay away from checking your phone while waiting for the interview to start.

**Remember... Stay calm, you've done the research, you've practiced, and you can do this!**



### Tip 8: **USE THE S.T.A.R. TECHNIQUE**

This technique can be used for behavioral based questions. For example: Tell me about a time you worked in a group setting or give an example of a goal you didn't meet and how you handled it. Using this technique will help you organize your thought to answer the question asked succinctly.



#### **Situation**

Set the scene. Answer questions Who, What, Where, and Why.



#### **Task**

Explain the task/objective you were trying to complete



#### **Action**

Answer what steps you took to complete the task



#### **Result**

State the result and how your actions affected the result



### Tip 9: **SPEAK POSITIVELY ABOUT YOURSELF AND FORMER EMPLOYERS**

Never speak negatively about a former or current employer. Stray away from speaking about yourself in a negative light. Even if the question asked requires you to speak about a time when you made a mistake, always conclude by stating how you have learned from the experience and the steps you took to solve the problem.



### Tip 10: **SEND A THANK YOU NOTE**

Put together a portfolio or nice folder with copies of your cover letter and resume and a list of questions to ask the interviewer at the end of the interview. Sometimes employers forget to print out your resume and will ask you for a copy.