

# P R E P A R A T I O N

- **Schedule a Mock Interview.** The best way to have a great interview is to practice.
- **Get a “Perfect Interview.”** A new service offered is the Perfect Interview software. This software gives you helpful hints and coaching in an interactive digital medium.
- **Research the organization.** If you know more about the company you will know more about what they are looking for in an employee.
- **Review your skills.** Look at the description of the job. Review your skills and make sure your skills are consistent with the job description.



- **Don't be modest.** Get comfortable talking about yourself and putting yourself in a positive light.
- **Practice common questions.** Review questions you are sure to be asked. This guide provides sample questions to help you practice.
- **Look over your resume.** It sounds strange, but during an interview many people forget the information on their own resume.
- **Learn to look professional.** When practicing, look in a mirror. Notice and try to stop bad or nervous habits. Try to target and stop things like playing with your hair, fidgeting, or saying “uh” and “um.”

# HOW TO DRESS

## GENERAL TIPS

- **Dress like you have the job.** A good first impression is important. Make sure you look like you want the job.
- **Polished to shine.** Neat, clean shoes show attention to detail. This is very important.
- **What is usual business attire?** If you get a chance, go to the organization and take notes of how current employees dress.
- **Make sure your hair is neat.** Hair is VERY important. A wet look doesn't look professional. If hair is below shoulders, it should be neatly pulled back.

## TIPS FOR MEN

- **Avoid black suits.** Blue and gray suits provide the most professional look. Black provides a cut and dry image.
- **Matching the suit to the job description.** Match up your belt, shoes, etc. Put thought into what you wear to an interview.
- **Wear an undershirt beneath your dress shirt.** This keeps you comfortable, brings out the color of the shirt, adds body, and stops perspiration.



## TIPS FOR WOMEN

- **Be fashionable, not trendy.** Coordinate your hair, make-up, jewelry, and perfume in a professional way.
- **Avoid anything with sexy connotations.** No short skirts, body-hugging shapes, low-cut necklines, or very high heels.
- **Hosiery and shoes shouldn't be darker than your hem.** It is important to have these items either match or be a shade lighter.
- **No open toed shoes or sandal type shoes.** These simply look unprofessional.

# F O L L O W - U P

- **Something to remember.** The interviewer will remember candidates by something in the interview. Try to think of what that might be and use it to jog their memory later.
- **Rate how well you did.** Make a small evaluation form describing what you did and what you should work on. Practice is the only way to become proficient at interviewing.
- **THANK THEM!** Less than 50% of people interviewed send a thank you letter. This lets the company see how much you want the job. Hand written notes are better, but typed is acceptable. Make sure to use the full title and name of the interviewer.
- **Networking is *still* important!** Keep business cards from the interviewers if you received them. This will help you when networking even if you don't receive a job offer.



- **A simple reminder.** It is important to follow up with an email, letter, or phone call in 24 to 48 hours. Just a simple thank you will help in the long run.
- **Keep in touch.** You just made a connection to this company. Sixty to eighty percent of jobs aren't advertised for. You may be offered another job that better suits your skills and talents.

# PRACTICE QUESTIONS



## QUESTIONS ABOUT THE COMPANY

- What do you know about our company?
- Why did you choose our company?
- What type of position are you looking for?
- Are you willing to travel?
- Are you willing to spend 6 months as a trainee?
- How did you hear about his position?
- What do you already know about our organization?

## QUESTIONS ABOUT YOU

- What are your strengths and weaknesses?
- What motivates you to succeed?
- Do you work well under pressure? How do you react to stress?
- Do you work best in a group or alone? Do you consider yourself a leader or a follower?
- Tell me about your people-management skills?
- What are your qualifications?
- Where do you see yourself in 5 years?

## WORK RELATED QUESTIONS

- Which do you find more important: money or job satisfaction?
- Describe what you feel is the ideal supervisor-employee relationship.
- What are the basic responsibilities of this position?
- What is your ideal work environment?
- How do you measure success on the job?

## EDUCATIONAL BACKGROUND QUESTIONS

- What influenced you to choose your field of study or major? Why did you choose this career path?
- What was your most rewarding experience in college?
- Do you have plans for continued study or an advanced degree? Explain.
- What did you learn from your extracurricular activities?
- In what classes did you excel? In what classes did you struggle? Explain.



# MORE QUESTIONS

## INTERVIEW SAVVY

- Behavioral questions are becoming very common. They show character and prowess. Remember to give a complete answer with a *situation*- explain background information, *action*- describe what you did, and *result*- explain what happened.
- *Always* have questions for the interviewer. This shows interest in the company and makes the interview more memorable.

### BEHAVIORAL QUESTIONS

- Tell me about a time when things didn't work out the way you wanted them to.
- Tell me about a work situation where you had to use creative problem solving skills.
- Describe a situation involving a co-worker you didn't get along with and how you handled it.
- Explain a time when you were assertive and it paid off for you.
- Tell me the most difficult communication situation you have come across. How did you handle this situation?
- Give me the most creative idea you have had.

### QUESTIONS TO ASK THE INTERVIEWER

- What is the company's general philosophy? What is it's reputation communally and professionally?
- What are the long-term goals for the company?
- What is the performance evaluation procedure?
- Will I be contacted about this position even if not selected?
- Is there opportunity for advancement?
- How long has the interviewer been with the company? What position did they start off in? What do they like best about the company?
- How does the position fit into the company structure?

# NEGOTIATING

- **Research the company and competitor's salaries.**

This keeps you from shooting the moon in your interview.



- **Don't get greedy.** Give an estimate with your expected salary at the bottom and desired salary at the top.

- **Never completely reject an offer.** Instead be flexible and counter offer.

- **Give more to the company.** If you must receive more money than is being offered. Offer to cover more responsibilities to earn that extra money.

- **All about the benefits.** Benefits are another important incentive to think about during negotiations. Possible benefits for discussion include: Pension, 401K plans, personal time off (vacation, sick), relocation expenses, signing bonus, insurance (medical, life, dental, vision, disability), profit sharing, stock options, performance bonus, and promotion/raise schedule.

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