

GUIDE TO INTERVIEWING



An interview is a two way, professional conversation. Below you will find helpful tips that will prepare you to present yourself most effectively.

DO YOUR HOMEWORK:

Employers reveal that their biggest “turn off” to a potential candidate is lack of company knowledge. Prepare in advance to answer questions regarding the mission and purpose of the organization. Remember, you are trying to show them you are a good fit for the position, so this is the opportune time to display your readiness to fill that role for them.

- Familiarize yourself with the job description and requirements.
- Research the organization (mission, values, products/services, industry standards, etc.).
- Prepare questions that you have regarding the position and organization.
- Take the questions with you to the interview as well as paper and a pen to take notes.
- Plan appropriate attire.
- Double-check the day, time, and location of the interview.

DURING THE INTERVIEW:

You never have a second chance to make a first impression! The interviewer is formulating a sense of you and how you could fit into their organization in a short amount of time. Maximize this opportunity!

- Greet the interviewer by name and with a smile. Make eye contact.
- Offer a firm handshake and wait to be seated until asked.
- Avoid shifting in your seat, chewing gum, tapping your foot, and other nervous movements.
- Focus on the employer’s needs and interests and how you fit the role they are looking to fill.
- Keep responses brief and to the point. Avoid exaggeration.
- Keep a positive attitude regarding yourself and your past experiences. Show that you have learned and grown from experience (This includes experience with past employers- even if you did not get along).
- Watch for signs that the interview is ending.

CLOSING THE INTERVIEW:

Make your final impression! Remind them of your qualifications and enthusiasm for the opportunity.

- Ask your questions now regarding the organization or position.
- Thank the interviewer for the consideration and for taking the time to meet with you.

FOLLOW-UP:

Do not miss this important step in securing a position!

- Send a thank –you letter to your interviewer.
- Do not constantly inquire about the status of your application.
- Evaluate your performance and look for ways to improve in the future.

Don't forget!

Career Services offers mock interview experiences. Call 918-444-3110 or visit www.HIRENSUGRADS.com to set up an interview appointment with a Career Counselor.