

Tips for Successful Interviewing

Pre-Interview

- Proofread your résumé and bring at least two clean copies to the interview.
- Do your research. Find out what the company does and who its customers are.
- Prepare a list of potential interview questions and practice answering them out loud.
- Prepare 3-4 questions of your own about the company and the job. Steer clear of questions about benefits in the first interview.
- Be prepared to meet with multiple interviewers, all at once or in succession.
- If you have a portfolio, make sure it is orderly and up-to-date.

Interview

- Don't arrive more than 15 minutes early and certainly do not arrive late.
- Listen carefully to each question. Be sure to actually answer what is asked.
- Stay on subject. Be direct and to the point.
- Maintain natural eye contact with each interviewer present.
- Be well groomed! When in doubt, be conservative. For example, select closed toe shoes, long sleeves, etc.
- Develop a closing statement that briefly confirms your interest in the job and recaps how you can apply your key skills and experience in the position. Leave the interviewer(s) with a positive impression.
- Bring your calendar and be prepared to schedule a second interview.
- Ask about the next step in the hiring process.

Post Interview

- Follow up immediately with thank you notes to each person you met. Hand-written notes are ideal, but emails have become more acceptable.
- Schedule your phone follow-ups appropriately for the hiring timeline. After your first follow-up phone call, do not call too often.
- Rest assured that if they are interested in you, someone will contact you!