INTERVIEWS

RESEARCH THE EMPLOYER

- What is the primary service or product of the company/organization? Who are their customers/clients?
- What is the history of the organization? Who are their key executives?
- Where is their main office/headquarters? Do they have other offices or divisions?
- How many employees do they have? Who are their key competitors?
- What is their reputation in the community?
- What are emerging issues that may affect the industry or organization?

PREPARE FOR THE INTERVIEW

- Understand the job description and duties. Be prepared to relate your experience to these qualifications.
- Know yourself. Be able to clearly articulate how your education, skills and experiences will benefit the employer through specific examples.
- Focus your remarks on what you can do for the employer, not what you want from them.
- Prepare specific examples on these topics: conflict resolution, time management, leadership, and communication.
- Have 3-5 thoughtful questions prepared for the interviewer.

PRACTICE

- Practice interviewing with a Career Services professional, friend, family member or trusted advisor.
- Tell me about yourself.
- Why are you interested in this position? career?
- How has your education prepared you for your career?
- Why do you want to work for this company?
- What experience have you had when information was miscommunicated? How did you solve that problem?
- What are your top 3 strengths? top 3 weaknesses?
- Give me an example of a time when you used good judgment and logic in solving a problem.
- Tell me about a time when you were required to prioritize your tasks.
- Do you prefer team or individual projects? Why?
- Describe a leadership role you have undertaken.
- In what way do you feel you can contribute to our company?
- Why should I hire you?

MAKE IT HAPPEN

- Double check the location, time, date and name /title of the interviewer.
- Dress conservatively. Gentlemen: A dark suit, dress shirt & simple tie; avoid heavy aftershave. Ladies: dark pantsuit or skirt suit. Be sure to minimize jewelry; avoid showing cleavage and wearing strong fragrances.
- Carry a leather portfolio with copies of your resume and references. Don't be afraid to take notes.
- When you meet the interviewer, extend your hand for a handshake with a firm, but not tight, grip.
- Maintain eye contact and show interest during the interview.
- When the interview is over, extend your hand for a handshake. Thank the interviewer for his/her time.
- Be sure to ask for a business card. Within 24 hours, send a handwritten thank you note or an email.

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