Preparing for Your Interview

**Preparing for the Interview:**

- Review the job description and research the company
- Track time/date of scheduled interviews with potential employers
- Create questions list – (keep questions relevant to the position)
- Prepare final resume to bring to interview and reference list
- Contact references to let them know they may be contacted

**Attire Tips:**

- Clean and iron your clothes and make sure shoes are clean and close toed
- Wear very little perfume/aftershave or none at all
- Keep jewelry to a minimum and cover tattoos in most cases
- Assess the level of business attire required for the interview
- Fingernails and hands should be clean

**Practice Your Responses:**

- Skills assessment based—How do you deal with stress?
- Behavioral based—Describe a time when...
- Situational Questions—How would you respond to...
- Straightforward Questions—What interested you in this position?
- What questions do you have about the position?
**During the Interview:**

- Arrive at least 10–15 minutes early
- Maintain eye contact and smile; relax and talk about your skills
- Answer all questions using examples and experience
- Ask position specific questions and take notes
- Thank the interviewer for their time and ask timeline for filling the position

**Post Interview:**

- Send a thank you note to the employer
- Follow up according to timeline mentioned at the interview
- Continue looking for other opportunities, keep interviewing
- Reflect on your answers and the questions asked and keep practicing
- Log interview into your job search tracking system

**Most Commonly Asked Interview Questions:**

- Tell me a little bit about yourself. What about the position interests you?
- How would your colleagues describe you?
- Can you describe a difficult work situation or project and how you overcame it?
- What tasks will you struggle with if hired into this position?
- How does this job compliment your academics?