



# HOW TO PREPARE FOR AN INTERVIEW



## CAREFULLY EXAMINE THE JOB DESCRIPTION

Use the employer's posted job description as a guide. Align yourself with these details, allowing the employer to see you are qualified.

The job description may also give you ideas about questions the employer may ask.

## CONSIDER WHY YOU ARE INTERVIEWING AND YOUR QUALIFICATIONS

Prior to your interview, consider why you want this job and why you are qualified for this job.

Be prepared to explain your interest in the position and why you are the best person for the role.

## CONSIDER YOUR ANSWERS TO COMMON INTERVIEW QUESTIONS

Prepare for the interview by developing an elevator pitch that describes who you are, your experience and what you want to do.

Common Questions:

- Why do you want to work here?
- What interests you about this role?
- What are your greatest strengths?

Be prepared to discuss salary expectations

## PERFORM RESEARCH ON THE COMPANY AND ROLE

- Researching the company is an important aspect of interview preparation.
- Research the company's product or service.
- Research the role so that you can be prepared for targeted questions about the position.
- Research the company's culture via social media and blogs.

# PREPARE WITH MOCK INTERVIEWS

MAKE AN APPOINTMENT WITH YOUR CAREER ADVISOR TO PRACTICE YOUR INTERVIEW SKILLS!

## PRINT HARD COPIES OF YOUR RESUME

Having copies to present to multiple interviewers shows that you are prepared and organized.

## PRACTICE YOUR SPEAKING VOICE AND BODY LANGUAGE

Practice speaking with a confident, strong speaking voice and friendly, open body language.

## PREPARE YOUR TRAVEL ARRANGEMENTS

- Leave early
- Save the interview contact information
- Search the location in advance
- Determine where you will park, do you need to pay for parking?

## SELL YOURSELF

Presenting yourself accurately and positively doesn't have to feel like a sell.

You were selected for this interview because of your skills and experiences.

As you prepare, make note of your skills that relate to the role.

## PREPARE SEVERAL THOUGHTFUL QUESTIONS FOR THE INTERVIEWERS

Most employers feel confident about candidates who ask thoughtful questions about the company and the position.

- What does a typical day look like for a person in this position?
- Why do you enjoy working here?
- What qualities do your most successful employees have?
- What are next steps in the hiring process?

## GET READY TO FOLLOW-UP AFTER THE INTERVIEW

Steps to follow when crafting a follow-up/thank you note:

- The thank you letter can be sent via email or in the postal mail.
- In the first paragraph, mention the specific job title and thank the interviewer.
- In the second paragraph, mention a conversation point and/or goal that seemed especially important. Connect that point to your experience.
- In the final paragraph, invite them to ask you additional questions and close by saying you're looking forward to hearing back.

