

### 1) PLAN

- Know how to market yourself and your skills.
- Research the company you are interviewing with (use their website, Google, & LinkedIn as resources).
- Prepare with Careers Services: schedule a one-on-one appointment to discuss interviewing or conduct a mock interview, or utilize [InterviewStream](#).

### 2) PREPARE FOR QUESTIONS

- While it is difficult to predict which questions may be asked during an interview, it is always helpful to prepare for some of the more common questions.
  - The “Tell Me About Yourself” Question  
Develop a brief summary of your background in relationship to the job. Include your desire to work for the organization, as well as your qualifications for the position. For additional help with this question follow this [link](#).
  - The “Weakness” Question  
Share something you are working on and the process in which you are trying to improve. Provide concrete examples to back up your claim.
  - Why are you a good fit?  
Consider what sets you apart from the rest of the applicants.
- You can also review the job description and identify important themes to prepare for more specific questions.

### 3) WHAT TO BRING

- Multiple copies of your resume and a list of professional references (3-5).
- Pen and notepad along with notes from your research on the company/organization.
- Any applicable examples of your work.

### 4) QUESTIONS TO ASK EMPLOYERS

- It is always important to have questions prepared for the interviewer. This is your opportunity to learn more about the company and determine if the position is a good fit. Here are some sample questions:
  - What are the challenging aspects of the position?
  - How would you describe the atmosphere here?
  - What qualities are you looking for in your new hires?
  - To whom would I report? What is his/her supervisory style?
  - Can you describe typical first year assignments on the job?
  - How and when will my performance be evaluated on this job?

### 5) DURING THE INTERVIEW

- Arrive 10-15 minutes early at most.
- Deliver a firm handshake (smile and maintain eye contact).
- Use concrete, positive examples to reflect your best skills and attributes.
- Show enthusiasm.
- Speak clearly.
- Keep hand gestures and body movement to a minimum, but enough to be expressive and engaging.
- Follow the interviewer’s lead, but make sure you highlight all the information you feel is important.

### 6) FOLLOW UP

- By the end of the interview you should have an understanding of next steps (timetable for hiring).
- If the interviewer does not provide any information, ask directly.
- Be sure to send a thank you note within 24-48 hours to everyone you interviewed with to strengthen the good impression you made in the interview. If there was something that stood out to you in the conversation, reiterate it in your thank you.