

INTERVIEW PREP

ARRIVAL

- Be prompt and prepared; bring the employer's contact information in order to call if unexpectedly delayed. Arrive 10 – 15 minutes early.
- Bring copies of your resume, cover letter, references, a list of questions to ask and samples of your work, if applicable.

NON-VERBAL COMMUNICATION

- Be aware of appropriate body language including posture, facial expressions, gestures, voice quality and eye contact; convey professionalism.
- Appearance counts; wear a suit, appear positive, confident and enthusiastic and offer a firm handshake.

TYPICALLY ASKED QUESTIONS

Interpersonal skills, knowledge and abilities

Tell me about yourself.

- Highlight your skills and experiences as they relate to the position.
- Consider your answer to a “30-second commercial” or “elevator moment” emphasizing your accomplishments.

What do you know about our company?

- Visit the company's Web site, Career Insider, Glass door, Wetfeet.com and set up a Google Alert to find information
- Be able to articulate what you learned about the organization including mission, philosophy, values, structure, services and products.

Why should I consider you a strong candidate for this position?

- Be self-assured, but not arrogant. Show your passion and positive attitude and provide concrete examples of how hiring you would benefit the organization.

Behavioral questions

- Behavioral questions begin with phrases such as, “tell me about a time,” “describe a situation,” or “give me an example of.”
- Employers ask these questions because your past experiences will predict your future behavior.
- Employ the STAR method. Explain the **S**ituation or **T**ask, what **A**ction was implemented and what were the **R**esults.

Weakness and stress questions

- Describe your weakness in terms of how you have developed skills to improve. *For example:* “Public speaking has been difficult, so I enroll in courses that are specifically interactive and require class presentations.”
- Stress questions test your creativity and problem-solving skills. *For example:* “How many blades of grass are on a football field?” Expect the unexpected, compose yourself and answer knowing that there is no right or wrong answer.

Sample questions to ask the recruiter (*Remember, you are interviewing the recruiter as much as she/he is interviewing you*)

- What do you enjoy about working at this organization?
- What are the challenges and opportunities of the new hire during the first year? What does a routine week on the job entail?
- How is employee performance evaluated?
- When will you make your hiring decision?
- Never ask about salary, benefits, vacation time, holidays or sick days.

Before you leave – thank the recruiter(s)

Express your continued interest in the position and request a business card in order to send a thank-you note.

