

INTERVIEWING

Interviews are your chance to determine if you want to work at the organization and how you fit within the organization's mission.

Pre-Interview:

Research the position and company (ie. Company website, tour, or current employees):

- Know the interview location/parking location
- Be punctual
- Prepare attire
- Inspect resume and cover letter
- Conduct mock interviews

During Interview:

What to bring:

- Your updated resume
- Portfolio with a notepad
- Personal calendar
- Insightful questions to ask showing knowledge of the employer

Focus on:

- Body language
- Eye contact
- Hand shake
- Good posture
- Smiling
- Listening carefully
- Responding positively
- Take your time with answers

Common Interview Questions:

- Tell me about yourself.
- Why are interested in this position/ organization?
- What attracted you to this field?
- Tell me about your work experience
- What qualifies you for this position?
- Have you ever had a conflict with a boss or co-worker, or other? How was it resolved?
- What are you strengths/weaknesses?
- Where do you see yourself in five, ten years?

Post-Interview:

- Send a thank you note or email.
- Follow-up if you haven't heard from the employer.