

Prepare Yourself Now

INTERVIEW TIPS

Answering Questions:

During an interview, questions will primarily focus on your background. It may include a review of your resume, a brief overview of your personal and work experience, and a line of questions geared towards getting a better sense of who you are as a person and a potential employee.

Remember that the interviewer is not just evaluating what you say, they are also evaluating how you say it to see if you have the personal traits they are looking for in an employee. You should therefore speak confidently, communicate clearly, and assert leadership.

Asking Questions:

Do as much as possible in the way of research on the company's mission, vision, dress code, business practices, history, clientele, team members, culture, etc. This way you can ask specific questions which show that you've done your homework, that you know who they are and what they do, and that you are ready to join them.

Ask questions to get a good sense of the company's operations and the job's specific duties. Make sure that while you're busy proving that you're a good fit for the company, you're also making sure that the company is a good fit for you.

Preparing for an Interview:

Conduct research, dress professionally, and come prepared with everything you might need.

Researching:

Learn more about the employer so you can ask relevant questions and speak to their needs. The employer will be listening to see if you're familiar with the company. Go to the company's specific website. Maybe catch up on current events as well as the business world in general.

Remember, they can research you too, so go do a Google search of yourself to see what comes up!!

How to Dress: Walk into your interview looking like someone who works there. You want to look like you fit in.

Women:

- Black or gray suit
- Dark burgundy or navy suit
- Contrasting jacket and skirt
- Two-piece dress
- White or off-white blouse or solid color blouse (may be pastel)
- Black, navy, or taupe pumps
- Neutral or taupe hosiery
- Black leather handbag
- Black, brown, or burgundy briefcase

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Men:

- Solid color or pin-striped navy or gray suit
- Black or navy socks
- Burgundy, navy, or gray print or striped silk tie
- Navy sport coat with gray trousers
- Black leather belt
- White cotton shirt, blue, or pinstriped shirt
- Leather briefcase
- Black slip-on shoes or black lace-up shoes

What to Bring:

- Several extra resumes
- An updated list of personal references
- Any letters of recommendation
- Copies of certificates or transcripts
- Copies of any career-related awards you may have received
- A few personal business cards
- Your smartphone with your calendar app, but be sure your phone is silenced so it doesn't ring during your interview.

Organize all these documents and supplies in some manner of a hard- or soft-shell briefcase (or folder).

Following Up:

It's important to grab one more opportunity to make yourself stand out from the crowd and restate your interest in the company. The most practical and effective way to do this is with a quick follow-up phone call, or an email thanking your interviewer for their time and consideration. Be sure to address everyone involved in the interview process by name, as it's important to leave as many people as possible with a good impression of you.

You can also use this opportunity to elaborate on any questions or concerns which came up in the interview that you now feel were not addressed adequately or confidently on your part.

Finally, end the call (or email) with your intention to follow-up in a week or so to see if a decision has been made, and make sure to do so.

Try to make the call (or send the email) within 24 hours of your interview, as decisions can be made quickly, and you can never be certain whether you are their first interview or their last.
