

CONGRATULATIONS – YOU HAVE AN INTERVIEW FOR THE JOB OF YOUR DREAMS. HERE ARE SOME TIPS TO HELP YOU DO YOUR BEST!

## RESEARCH

Learning about the organization and current trends in the field will prepare you to ask good questions and respond well to those that are asked. Start with the website. Read about the mission or philosophy of the organization, the department in which you will work and some of the recent trends and activities. Learn about the people who work there. But don't stop there. To get a balanced view, Google the company, look for articles written about them, and check the Linked in profiles of key staff.

## KNOW HOW YOU WILL FIT IN

Think about your accomplishments, skills and experience and how they relate to the position. Have at least 5 strengths or abilities in mind to discuss, and integrate them into your responses. Understand and speak about your goals and your reasons for wanting the position. It is also very important to know and be able to verbalize how you will contribute to the organization and what makes you stand out above the other candidates. Have a good answer to the question "Why should I hire you?"



**Turn off your cell phone before entering the building – you are being assessed the minute you walk in the office**

## ▪ DRESS FOR SUCCESS

Wear a business suit and polished dark shoes. Use minimal cologne and be well groomed. Neutral colors are best.

## ▪ BE ON TIME

Arrive a little early and observe the atmosphere of the office. Be pleasant to everyone you meet

## ▪ WRITE A THANK YOU NOTE

Thank the interviewers for their time, reaffirm your interest and restate your strengths. E-mail is fine but keep it professional. Do this within 24 hours.

## MAKE AN IMPRESSION

## PRACTICE

Be ready for typical interview questions such as "Where do you see yourself in 5 years?", "Describe your strengths and weaknesses" and "Tell me about yourself". Career Development has lists of common questions and can help you prepare good answers.

Ask them for a Mock Videotaped Interview so you can learn about the best way to present yourself. You can practice your answers, focus on non-verbal behaviors and get more comfortable with the interview situation.

## DURING THE INTERVIEW

Watch your posture, body language and facial expressions. A firm handshake and appropriate eye contact show professionalism and confidence. Listen carefully to questions before answering. Be sure to ask questions, too — you need to know if this is the right job for you. Do not ask about salary or benefits in the first meeting. Express your interest in the position.