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Hours:

Monday - Friday

8am - 5pm



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Room U267

10 Interview Tips

1. **Do your homework!** Familiarize yourself with the organization's website to see what services or products they provide. Why do you want to work for them?
2. **Review the job description** and identify connections between your qualifications and the position. Focus on your strengths, not your weaknesses.
3. **Dress on the conservative side**, about one level higher than the job you're applying for. Go easy with makeup, cologne, and jewelry. Iron your clothes, check for loose threads, and polish your shoes!
4. **Be polite and courteous to everyone.** Your interview starts the minute you enter the building!
5. **Make a trial run**, so you know how long it takes to get there, park, and find the room. Arrive approximately ten minutes early.
6. **Don't be negative about past employers or work experiences.** Employers like a positive attitude. Enthusiasm separates the winners from the losers!
7. **Do not ask about salary or benefits in your first interview.** This can be negotiated after you've been offered the job.
8. **Be assertive, but not overbearing.** Try not to interrupt or talk too much. Take a moment to think before you respond to difficult questions.
9. **Think about your short- and long-term professional goals.** This shows confidence and ambition.
10. **Don't leave the interview without knowing what will happen next.** Ask when they plan to make a decision, ask for the interviewer's business card, and follow up with a thank you note!

(Sample interview questions on back)

Visit Career Services (U267) for assistance with resumés, interviewing, career guidance, and occupational information.

Typical Questions Asked During Interviews

Take time to practice how you would answer some of the following questions that are commonly asked during interviews:

1. Please take a few minutes and tell us about yourself.
Keep your answer to a few brief statements and don't get too personal - - mention experience, skills, education, why you're applying for this job, etc.
2. What kind of position are you looking for?
3. What qualifications do you have? or Why should we hire you?
4. Why do you want to work for this company?
Almost all companies/organizations now have a website - - research the company before you interview!
5. Describe your short-term and long-term career goals.
6. What are your professional strengths? Weaknesses?
Focus on your work, not your character. Choose something that can be turned into a positive, keep your response brief, and say what you are doing to improve. Avoid personality/character flaws.
7. Why did you decide to become a.....?
8. What classes have you liked the best? Least?
9. How has your education (or work experience) prepared you for this job?
10. What did you like most about your previous jobs?
11. What are you most proud of? (education or work-related)
12. Why did you leave your last job?
Don't bad-mouth the job. Explain that you wanted more responsibility, a change, etc.
13. What kind of salary are you looking for?
Never mention salary in your first interview, but be prepared to answer with a salary range, in case they ask.
14. What would your references say about you? Peers/colleagues?
15. Describe how you deal with stress.
16. What are your hobbies and outside interests?
17. Why should we hire you instead of someone else?
18. Do you have any questions for us?
It's best to have a few questions to show that you've done your homework and to show interest in the position. Again, never discuss salary unless they bring it up!

Sample Questions to Ask the Interviewer

Towards the end of the interview, employers will usually give you the opportunity to ask questions. It is always good to do this to show that you've done your homework and to show interest in the position.

"Can you tell me a little more about the job duties?"

"What kind of orientation or training is provided?"

"What skills and experience are necessary for someone to succeed in this position?"

"Who would I be interacting with the most?"

"What are the most challenging aspects of this job?"

Behavioral Questions

Behavioral questions are designed to examine how you have responded to specific situations in the past as an indicator of how you may behave in the future. Think about how you have dealt with specific problems and how you demonstrated teamwork, integrity, decision-making skills, staying calm under pressure, etc. Take your time in formulating a response and then describe an overview of the situation, the action you took and the results. Questions might start with:

"Tell me about a time when..."

"Describe a situation where..."

"Provide an example of..."