

SECRETS FOR INTERVIEW SUCCESS



CAREER SERVICES

What employers want to learn about their applicants:

- What can this person do for me?
- Where is the proof?
- What did they do in addition to taking classes?

Employers want to know*:

- Can you do the job?
- Will you love the job?
- Can we tolerate working with you?

*Source: Forbes Magazine

Before the Interview:

Research the organization

- Prepare a list of your key accomplishments and skills.
- Practice a list of interview questions to help prepare you.
- Have at least 5 success stories to answer behavioral interview questions.
- Have questions ready to ask the interviewer(s) at the end of the interview.
- Have copies of your resume, reference sheet, and unofficial transcripts.
- Be sure your interview attire is clean and ironed.

Day of the Interview:

- Arrive and enter the building ten minutes early.
- Be mindful of your non-verbal communication.
- Leave your phone in the car.
- At the conclusion of the interview, determine the next steps.

After the Interview:

- As soon as possible write down what you're thinking and feeling. What went well, what do you wish you would have expanded on.
- Write a thank you note to the interviewer within 48 hours, reminding them of how your experiences align with the candidate they are seeking. The note can be typed, handwritten, or e-mailed.

Common Interview Questions:

- Tell me about yourself.
- What interests you about this role?
- Tell me a time you disagreed with a decision that was made.
- What motivates you?
- Tell me about a difficult school/work situation and how you overcame it.
- Why should we hire you?
- What is your greatest accomplishment?
- Tell me about a challenge or conflict you've faced at work, and how you dealt with it.
- How have you demonstrated leadership skills either at work or school?
- Tell me about the most difficult or frustrating individual that you've ever had to work with, and how you managed to work with them.

