

Interviewing Information

in·ter·view (in'tr-vyoo)

n. A formal meeting in person, especially one arranged for the assessment of the qualifications of an applicant.

What to do before an interview

What to do during an interview

What to do after an interview

Sample interview questions

Helpful Websites

Attire, body language and manners play a large role in the outcome of an interview. Interviewers are easily impressed by good behavior. The following are other hints useful before, during and after an interview.

Things to Do Before the Interview

- Know the information about the company and know what the job entails.
- A good amount of knowledge concerning the company and position is a good thing.
- Practice answering frequently asked interview questions with someone else (A list of these is found in the following pages).
- Practice good hygiene and manners. Dress up -- it shows professionalism.
- Avoid flashy jewelry or clothing. Dress conservatively. Avoid strong fragrances as well.
- Arrive five to ten minutes early for an interview. Do not be late!
- Turn off your cell phone or pager during interviews. This is a distasteful interruption to interviewers.

Things to Do During an Interview

- Be professional -- a smile and handshake is very appropriate to begin with. Introduce yourself confidently, avoiding slang terms like "hey" or "How's it going?"
- Wait to be told to take a seat. This is good manners. Then sit with good posture to show professionalism.
- Maintain good eye contact with the interviewer. When the interviewer is talking, it is important to be attentive and eye contact shows interest.
- Don't eat, drink or chew gum during an interview.
- It's ok to ask questions, but save the bulk of your questions for a time when the interviewer asks if you have any. Questions are appropriate to clarify that you are answering the questions appropriately. Remember, the interviewer should be leading the interview, not you.

Things to Do After an Interview

- Be *patient*: It's natural for interviewers to take their time in deciding.
- If a company has not contacted you by the time they said they would, then it is ok to contact the company; letters are often more professional than phone calls.

Sample Questions

Questions often fall into the following categories:

About Your Education

About Previous Jobs

About the Position and Company Interviewing

Questions Determining Your Competence

Questions Regarding Personal Integrity

- Why did you select your undergraduate degree?
- What types of jobs have you had?
- What were your main responsibilities in that job?
- How would your supervisor describe you?
- Why are you changing jobs?
- Why do you want this job?
- What skills do you have that relate to the demands of this job?
- Why are you interested in our company?
- What are your career goals?
- Why should I hire you over someone else with the same qualifications?
- What motivates you?
- What are your strengths and weaknesses?
- How could you improve yourself?
- How do you interact with people?
- How do you handle criticism
- Do you work well in group assignments?
- Are you a leader?
- Describe a situation in which you demonstrated leadership qualities.
- Describe a situation when you overcame a difficult problem.
- How do you work under pressure? Give an example.
- Can you act on your own initiative?
- Are you involved in the community or extra-curricular activities? In what ways?

Helpful Interview Websites

<http://www.job-interview.net>

<http://www.click4careercoaching.com/intervie.htm>

<http://www.careerjournal.com/jobhunting/interviewing>

<http://www.howtointerview.com>

<http://interview.monster.com>