
Career & Employment Center

Interviewing

“Preparation is essential to remaining calm under pressure and is the first step toward a successful interview.” - Robert Half

Before:

- ✓ **Assess** your skills and qualifications.
- ✓ **Research** the place of employment through the Internet or library to learn relevant facts (number of patients, type of patients, etc.).
- ✓ **Use** the resources available in the Career Center.
- ✓ **Meet** with the Career Developer in the Student Employment office and practice a mock interview.
- ✓ **Analyze** the job announcement.
- ✓ **Anticipate** and practice questions.
- ✓ **Look** at a map and/or Mapquest to make sure you know how to get there.
- ✓ **Give** yourself plenty of time to get there.
- ✓ **Ask** about parking availability before you go.
- ✓ **Know** the exact place and time of the meeting, the interviewer’s full name, (including correct pronunciation) and his or her title.
- ✓ **Look** your professional best. Wear business attire in neutral colors and be conservative in your use of fragrance, cosmetics and jewelry.
- ✓ **Organize** the night before - your interview clothing, and any related material that you want to bring should all be prepared.
- ✓ **Get** a good night’s rest.
- ✓ **Re- read** your resume before the interview.
- ✓ **Prepare** for the standard questions. Look in some books on interviewing at the list of questions which are frequently asked. Be prepared to respond to such things as, “What are your long-range career goals?”
- ✓ **Arrive early** poised and confident. Bring several copies of your resume and a list of references.
- ✓ **Become** comfortable talking about yourself. Confidence and enthusiasm are key selling points in an interview.

The interview is an important step in the job search process. To interview effectively you need to know what you have to offer, what the employer is like, and the kind of position you want!

During:

- ✓ **Greet** your interviewer with a firm handshake and a smile!
- ✓ **Greet** the interviewer by last name if you are sure of the pronunciation; if not ask employer to repeat it.
- ✓ **Show** enthusiasm and interest.
- ✓ **Wait** until you are offered a chair before sitting. Sit upright; look alert.
- ✓ **Listen** carefully and respond succinctly and articulately.
- ✓ **Take** your time. If you need a minute or two to collect your thoughts and work through your answer, say so.
- ✓ **Ask** for a question to be repeated or ask for clarification if you do not understand the question.
- ✓ **Make** eye contact while speaking and listening.
- ✓ **Be aware** of non-verbal communication.
- ✓ **Use** names of interviewers (if appropriate).
- ✓ **Use** good grammar and diction.
- ✓ **Use** action words.
- ✓ **Pace** yourself (be aware of the time limitations of the interview)
- ✓ **Avoid** tentative, indecisive terms
- ✓ **Avoid** negativity – turn a negative into a positive!
- ✓ **Be honest.** Don't lie about your background or experience.
- ✓ **Ask** about the job duties so you can focus your responses on your background, skills and accomplishment that relate to the position.
- ✓ **Don't** over-answer questions – don't ramble on and on.
- ✓ **Do** answer the question that was asked, not one you think should be asked.
- ✓ **Don't** ask about salary, vacations, benefits, bonuses or retirement.
- ✓ **Don't** answer with a simple "yes" or "no". General responses are boring.
- ✓ **Give** details and examples to illustrate your points and make answers more vivid and memorable.
- ✓ **Don't** look for ulterior motives. Some questions are asked to help you relax..
- ✓ **Do** have questions prepared to ask such as:
 -What would I be expected to accomplish in this position?
 -What are the greatest challenges in this position?

***The purpose of the interview is to see if you are a good match for
the position***

After:

- ✓ Express your gratitude for the interview with a hand-written thank you note