

The Day of the Interview

"Connecting Curriculum and Career"

Arrive Early - Greet everyone with a smile and a firm handshake. First impressions are important.

Be positive - don't make negative comments about current or former employers. Think of the interview as a conversation, not an interrogation.

Be confident - Make eye contact with the interviewer and speak in a clear voice. If you are being interviewed by more than one person, make eye contact with everyone in the room on a continuous basis and smile. Lean in toward the interviewer while answering questions.

Listen - Communication is a two-way street. If you are talking too much, you may miss important information. When the interviewer describes the position, take notes. Reflect and organize your thoughts before answering a question. If you are unsure how to answer a question, ask for clarification or elaboration.

Your Strengths and Skills - Have 5 strengths in mind, for every strength, have an example or story to prove it. Use testimony from others to lend credibility ("my past supervisors will tell you that I'm very creative. For example...")

Ask Questions - When it is your turn, ask your questions about the company and position that you could not find in your research. Questions about vacation may cause the interviewer to think you are more interested in time off than working. Keep questions focused on the position and company, not on you. Never ask about salary or benefits, the employer should be the first to bring up the topic and it is usually an indication they are interested in hiring you. This is typically not discussed in the first interview.

Show You Want the Job - Display your initiative by talking about what functions you could perform that would benefit the organization, and by giving specific details of how you have helped past employers. Ask about specific details of the position, with whom you would work, and to whom you would report.

Avoid Negative Body Language:

- Frequent touching your hair or mouth
- Swinging your foot or leg
- Folding or crossing your arms
- Slouching or leaning back in your chair
- Nervously clicking a pen, nails, etc.
- Using hand and arm gestures too much
- Avoiding eye contact

Establish Rapport - with your interviewer; be sensitive to the interviewer's style. If the interview is conversational, make small talk about your interests, hobbies, or what you did last weekend.

Conclusion – Ask about next steps in the interviewing process, the time-line for the decision-making process if one is not mentioned. Volunteer to provide additional information (i.e., references, transcript, etc.) Thank the interviewer for the opportunity to learn more about ...

Ask for a business card – for sending your thank you letter.