



The Day of the Interview

Arrive Early

Greet everyone with a smile and a firm handshake. Be mindful of COVID workplace guidelines. First impressions are important.

Be Confident

Make eye contact with the interviewer(s), speak clearly, and smile. Face the interviewer while answering questions.

Listen

When the interviewer describes the position, take notes. Reflect and organize your thoughts before answering a question. If you are unsure how to answer, ask for clarification.

Your Strengths and Skills

Have 5 strengths in mind and prepare examples of them. Use testimony from others for credibility.

Ask Questions

Keep questions focused on the position and company. 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.

Show You Want the Job

Display your initiative by talking about how you could benefit the organization and ask about specific details of the position.

Avoid Negative Body Language

Touching your hair or mouth, swinging your leg, folding or crossing your arms, slouching or leaning back in your chair, nervously clicking a pen, nails, etc, gesturing too much, avoiding eye contact.

Establish Rapport

Match the interviewer's style, whether it be conversational or formal.

Conclusion

Ask about next steps in the interviewing process. Volunteer to provide additional information (i.e., references, transcript, etc.) Thank the interviewer for the opportunity. Ask for a business card so you can send a thank you letter.

Hiring
Manager



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