Preparing for an Interview

Before the interview
- Do your homework
  - Research the company
  - Research the position
  - Know what employer look for and why they hire
- Know yourself
  - Prepare a 30 second commercial
  - Why should they hire you? What value can you add?
  - What skills / knowledge areas / traits do you bring to the organization?
  - What makes you different from other candidates?
- Practice! Practice! Practice!
  - Think about past experiences you have had
  - Practice these stories in the STAR format
  - Read through and practice other interview questions

During the interview
- Smile
- Make eye contact
- Shake hands firmly
- Walk with confidence
- Use the STAR method for behavioral based questions
  - S: Situation
  - T: Task
  - A: Action
  - R: Result
- Have questions ready to ask your interviewer(s)
- Close the Interview
  - Ask: “What are the next steps in the process?”
  - Reiterate your interest in the job

After the interview
- Send a thank you note
- Evaluate your performance – How can you improve the next one?
  - What points did I make that seemed to interest the employer?
  - Did I present my qualifications well?
  - Did I over look any which could be pertinent to this job?
  - Did I learn all I needed to know about the job? Did I forget to or hesitate to ask about factors that are important to me?
  - Did I talk too much? Did I do enough talking?
  - Was I too tense? Aggressive? Assertive enough?