

# Preparing for an INTERVIEW

The average interview lasts



**40** minutes

Based on a survey of 2000 employers,

**33%** claimed they know within  
the first **90 seconds**

whether they will recruit the candidate.

## First Impressions Matter

- **SMILE!**



- **Voice Quality:**

use a clear,  
strong voice



- **Overall Confidence:**

think about how you  
dress, act and walk  
through the door

So Show **100%** Confidence!

**100%**

## Preparation

### Appearance:

Clean, professional  
and conservative



### Know Thyself:

Know what your  
skills, education and  
experience will add  
to the position.



### Research:

Learn about the  
job and the  
company. Spend  
time on the website!



### Practice:

Rehearse your  
answers to common  
interview questions



## Day of the Interview

### Arrive:

A little early.  
Don't be late!



### Bring:

Extra copies of  
resume &  
references and  
writing materials  
(padfolio & pen)

### Act:

Courteous and  
friendly to everyone  
you meet. Maintain  
eye contact and  
shake hands.



### Breathe:

Try to relax and  
remember you  
are interviewing  
the company too

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## During the Interview

### Listen:

Make sure  
you listen  
attentively

### Respond:

With more  
than a yes/no  
answer. Give  
examples!

### Point Out:

What you can  
offer the  
company

### Highlight:

Your qualifications  
and skills

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## Behavioral Questions

A behavior question asks about a past situation to predict future behavior. For example: "Tell me about a time when you..." The best way to answer is with a story. Use the STAR technique.

**Situation** Briefly set up the story.

**Task** What was your responsibility?

**Action** Describe the steps you took.

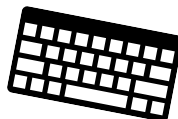
**Results** What happened?  
Specify results.

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## After the Interview

### Say THANK YOU!

Send a thank you note  
or email within 24 hours  
of the interview.



### Make sure to:

1. Reiterate your interest in the position.
2. Express appreciation for the opportunity to interview.