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!

Preparation

**Appearance:**
Clean, professional and conservative

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

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

**Practice:**
Rehearse your answers to common interview questions

Hennepin Technical College®
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

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

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.

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.