

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.



Practice:

Rehearse your
answers to common
interview questions

Research:

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



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?

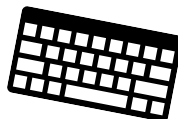
Action Describe the steps you took.

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.