



Explore



Engage



Experience



Embark



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General Interview Guidelines

PRIOR TO THE INTERVIEW:

- Research the organization. Learn all you can through personal contacts, written materials, and the Internet.
- Practice what you might say with a friend or in front of a mirror; practice giving a complete but concise story of an event and include key points, results, and outcomes.
- Conduct a self-assessment so you are prepared to articulate your interest in the position and the contributions you can make utilizing your skills and abilities.
- Organize the pertinent materials you will want to take to the interview - extra copies of your résumé, writing sample(s), transcript(s), and a list of references.
- Assemble your interview attire. Always dress neatly and conservatively, keeping the interviewer in mind. First impressions do count.
- Reassure yourself. Confidence in your abilities demonstrates to an interviewer that you are the one to hire!
- Arrive at least 15 minutes early to be on time for the interview.

DURING THE INTERVIEW:

- Relax—be yourself.
- Provide a friendly and firm handshake.
- Make good eye contact.
- Be honest about your skills and abilities.
- Show enthusiasm – let them know you are interested in what they do and have to offer.
- Listen carefully – take time to reflect before answering questions.
- Ask targeted questions; show you did your homework. Ask questions related to the position and the department.
- Stress your best qualities and what you could bring to the position in a positive manner.
- Do not leave without them knowing you are interested in the position.
- Finally, ask what the next step in the process is and when you could expect to hear from them.

AFTER THE INTERVIEW:

- Send a thank you note reaffirming your interest in the position and provide any additional information you were unable to share in the interview.
- If you do not hear from them after a set time, phone or write to find out where they are in the hiring process.
- If you are offered the position, great! But before you accept, evaluate the terms of the job offer.
- If you are rejected, don't be discouraged. Take the opportunity to evaluate your job search plan and make any needed revisions.