

FAQ's Interviews

- ❖ **What should I do before my interview to prepare?**
 - Research the company/representatives that you will be meeting with, understand the position, and prepare questions. In addition, prepare your attire, materials, and map your route at minimum the day before.

- ❖ **What do I wear to an interview?**
 - Business professional is always a safe bet. Suits should almost always be worn. Be conservative with colors/patterns, hair, jewelry, make-up etc. Think the same attire you would wear to a career fair, regardless of the culture of that particular company. It is always best to be overdressed rather than underdressed.

- ❖ **What should I bring to an interview?**
 - Plenty of resumes, prepared questions for your interviewers, other documents as needed (dependent upon the position and what the application calls for), a positive attitude and good energy.

- ❖ **What questions should I expect?**
 - Be prepared for straightforward, behavioral and situational, and sometimes brainteasers/skill based.
 - Straightforward questions will be the easiest to prepare and are the questions you would expect "tell me how your background prepares you for this role" is an example. See more [here](#) and practice.
 - Behavioral questions are based on your past experience.
 - Situational questions, while similar to behavioral questions, are asking what you would do in a future hypothetical scenario.
 - Skills based questions will test your aptitude, creativity, and other areas and are typically found in a case study type interview.

- ❖ **What is behavioral interviewing and how should I prepare?**
 - Most employers believe the past behaviors are the best predictor of future performance. In an interview, it is a better use of their time to ask you questions about past scenarios to evaluate how you may fit in with a future role. Example: "Tell me about a time you disagreed with a co-worker and what was the outcome of the situation?"
 - It is impossible to predict the exact questions that will be asked; however, the best way to prepare is to reflect on different experiences in your life at work, class, student group meetings, etc. and identify at least 3 different scenarios in which you can articulate a problem or obstacle, what your role was in that scenario, actions you took to overcome the obstacle, and the end result.
 - Once you spend time reflecting on these different experiences, it will be easier to plug them into behavioral based questions that are asked rather than trying to come up with something on the spot.

- ❖ **How should I end an interview?**
 - Thank each interviewer in person, express your interest in the position (if this is true), and ask for next steps in the process.

- ❖ **What is an appropriate follow up after an interview?**
 - Thank you emails are necessary. Sometimes additional snail mail will be a nice touch. Based upon the next steps you hear after asking at the end of your interview, it is likely additional follow up calls or emails will be necessary. This will vary, so set up a time to discuss with our team to talk specifics.

- ❖ **What should I say in my follow up email or note?**
 - Thank each interviewer for their time, reference some specific items you discussed during your time with that person, reference the job as discussed and how your experience/skills will relate and fit, and finally show interest in next steps/job offer.

- ❖ **I accepted an interview with a company that was not my first choice and now my top choice has invited me to interview the same day, what should I do?**
 - Honor your commitment with the first company you accepted to interview with, and explain to your top choice that you are very excited for the opportunity to meet with them but you already have a commitment on that particular day or time. Chances are they will work with you on scheduling and will respect your honesty and commitment (these are probably characteristics they will look for in future hires).

- ❖ **I've received several first round interviews, but was not selected on many (or any) for the next step. What can I improve?**
 - You may be less prepared for the interviews than you think. If you feel you followed all of the preparation steps to a tee, then perhaps you need to brush up on your interviewing skills. I encourage you to practice answering questions that you find online. These are many resources to do this, including [interview stream](#) which allows you to do mock interviews with yourself and playback your answers. The more you practice the more comfortable you will be.

- ❖ **Additional tips:**
 - **Arrive early to the interview.**
 - **Silence your cell phone and other devices.**
 - **Treat EVERYONE you encounter with the upmost courtesy and politeness (not just your interviewers), you never know who may be watching.**
 - **Smile, firm handshake, consistent eye contact.**
 - **Be mindful of your body language – employers pick up on both positive and negative feedback.**
 - **Answer questions fully, but also be concise. Do not babble on with unnecessary information (be mindful of this if you get nervous during interviews and practice!).**
 - **Keep the same energy level for each person you meet with (you may be tired at the end of an interview but try not to let this show and effect your performance), each interviewer will be weighing in on your candidacy.**
 - **Do not ask about salary/benefits. If the employer brings this up, be prepared with a thoughtful answer. If you have not done any research, do not throw out numbers as this could affect your candidacy.**
 - **Do NOT speak negatively of any employer, co-worker, teammate, professor, etc.**
 - **Answer questions honestly, do not falsify applications or answers during interviews.**
 - **Prepare thoughtful questions for your interviewers that showcase your interest and also knowledge of the company and position to which you are interviewing.**
 - **If you are not given follow up steps, ask about them. Be clear on your next course of action.**
 - **Follow up with thank you's before the end of that day.**