PREPARING FOR THE INTERVIEW

The key to making a good impression in an interview is careful preparation. Preparation and practice can ease some of the tension and anxiety and increase your chances of success.

- **Research**: Find out as much as possible about your perspective employer. Visit their website. Be prepared to ask questions pertaining to the organization, the department or the job.

- **Attire**: Dress as professional as possible for the interview. A business suit is appropriate for most interviews. It is better to be dressed more formally than casually. This shows the interviewer that the job is important to you.

- **Punctuality**: Arrive 10 to 15 minutes early. Nothing can doom an interview more than arriving late.

- **Meeting the Interviewer**: A firm handshake and direct eye contact are essential. If possible, offer a compliment about the nice office, the great location or the great view from the window.

- **Interview Questions**: Listen carefully. Be prepared to answer some standard questions such as: What would say was your greatest accomplishment in your prior position? Where do you see yourself in five years?

- **Self-Promotion**: Put your modesty away and be ready to promote yourself. Whenever an opportunity arises in the course of the interview, be ready to interject your accomplishments, but don’t change the subject to do this. Remember, when you believe in yourself, others will also.

- **Ask Questions**: When the interview nears its end and the interviewer asks you if you have any questions, always answer in the affirmative. Ask questions about the organization, department or job. Example: 'Is this a new or existing position?' Use any knowledge you have gained through your research to ask intelligent questions about the organization.

- **Salary**: If the interviewer asks you for your salary requirements, sometimes it is best to gently deflect the question by asking him/her about the salary range. If this is not possible, give the interviewer your own range and qualify it by adding, depending on the benefits.

- **Thank You**: At the end of the interview, shake hands once again and thank him/her for giving you the opportunity to meet with them.

- **Thank You Note**: When you return home, take some time to write a personal thank you note and mail it immediately. Depending on the company culture, it may be appropriate to write an e-mail thank you note.

COMMON INTERVIEW QUESTIONS
You need to prepare for the full spectrum of questions that may be presented. Do not just read these questions; practice verbally answering the questions. For further practice, make sure you utilize the mock interview service provided by the Department of Career Planning and Development. Here are some of the most frequently asked questions:

- Why did you choose the college you attended?
- How did you choose your major?
- What do you want to do with your life?
- Do you have work experience? (If not, talk about a project you completed in college.)
- How would you describe your ideal job?
- Why did you choose this career?
- When did you decide on this career?
- Whom do you admire most? In what way does that person inspire you?
- What do you like to do outside of school?
- What goals do you have for your career?
- How do you plan to achieve them?
- How do you evaluate success?
- Describe a situation in which you were successful. (What is your greatest success?)
- What do you think it takes to be successful in this career?
- Which of your accomplishments have given you the most satisfaction?
- If you had to live your life over again, what would you change?
- Would you rather work with information or with people?
- Are you a team player? Give me an example of a time when you have been a team player?
- What motivates you?
- Why should I hire you?
- Are you goal oriented?
- Tell me about some of your recent goals and what you have done to achieve them.
- What are your short-term goals?
- What is your long-range objective (goal)?
- What do you see yourself doing five years from now?
- Where do you see yourself ten years from now?
- How do you handle conflict?
- Have you ever had a conflict with a boss or professor? How did you resolve it?
- What is the most difficult problem you have dealt with?
- How do you handle stress/pressure?
- What is your greatest strength?
- What is your greatest weakness?
- If I were to ask one of your professors to describe you, what would he or she say?
- What changes would you make at your college?
- How has your education prepared you for your career?
- What were your favorite classes? Why?
- Who were your favorite professors? Why?
- Why is your GPA not higher?
- Do you have any plans for further education?
- How much training do you think you will need to become a productive employee?
- What qualifications do you feel a manager should have?
- Why do you want to work in the industry?
- What do you know about our company?
- Why are you interested in our company?
- Do you have any location preferences?
- Can you work on a weekend or after hours, if needed? Travel?
- Are you willing to relocate?
- How much money do you need to make to be happy?