



The most important part of interviewing is always to ask yourself what you want this person to know about you before you go into an interview. And always request a recommendation for someone else you might contact in the field after the interview.

Arrive 15 minutes early, review notes, and introduce yourself five minutes early.

Consider the questions at the end of this section and decide how you would respond to each. Do not try to sound perfect because the interviewer is left wondering what you have not told him or her. Your responses should accurately reflect who you are: your ambition, motivation, dedication, and integrity. The more you personalize your answers, the more you will stand out from the other interviewees.

After the interview, make a list of the pros and cons of the job. Attach your notes to the information you have on the company. This may help you make a decision later. Always send a thank you letter afterward thanking the interviewer for his or her time and consideration.

A good interviewee:

- Is nice to everyone s/he meets.
- Is honest and straightforward.
- Practices interviewing as much as possible.
- Adapts to the person he or she is meeting with.
- Is brief and to the point.
- Is dressed professionally.
- Maintains good posture.
- Uses natural gestures.
- Maintains eye contact.
- Never interrupts.
- Expects the unexpected.
- Never asks about pay.
- Is always on time.
- Communicates clearly.
- Is up on current events.
- Is considerate of the interviewer's time.

- Shows that he or she is interested in the job.
- Has a positive attitude.
- Elaborates on all answers.
- Practices a solid handshake.
- Never asks for a job.
- Has a focus, even if he or she does not know what to do with the future yet.
- Appears in demand and selective but is cautious of sounding over-confident.

Questions you may be asked:

- What do you want to do?
- Where do you want to be in five years?
- Why should I hire you?
- What can you do for me/or the company?
- What motivates you?
- What has been your biggest challenge?
- What has been your biggest accomplishment?
- What has been your biggest failure?
- Why do you want to work for this company?
- What are you interested in?
- What are you good at?
- Can you work under pressure?

Questions you may ask:

- Ask the interviewer about his or her history with the company.
- How is the working environment/hours/people?
- What does the interviewer like about his or her job?
- Ask about the opportunities that would be available to you in the future if you were hired.
- Ask for advice on the best strategy for new people.
- How would you define success, and what would you like to see this position accomplish in the first 3-6 months?
- What are the next steps?



Other helpful websites:

- <http://www.collegegrad.com/intv/> <http://www.joblink-usa.com/interview.htm>