

Interview Tips

1. Interview Preparation

- anticipate employer needs, and the necessary skills for the position
- have a job description or idea of what the job entails
- know what the company values in its employees — your networking contacts will help you do this
- anticipate questions and prepare responses

2. The Interview

- dress comfortably but professionally
- overdress rather than underdress
- get specific directions to the interview location
- find out who and where you'll be meeting
- arrive 10–15 minutes early, but don't "check in" — go to the bathroom to compose yourself
- make sure you have copies of your résumé and reference list in addition to samples of your work
- bring a list of questions for the interviewer
- bring a notebook or something to take notes on
- shake hands firmly
- make eye contact and smile
- maintain your poise and confidence
- answer a question concisely and coherently — don't ramble
- turn negative questions into positives
- ask interviewers to repeat tough or "left field" questions to buy yourself time

3. Follow Up

- find out a timeline before you leave the interview — know when the company/organization plans to make a decision
- get the correct spelling and title of the person(s) you interviewed with — ask for a business card
- send thank you(s) in a timely manner
- place a short, friendly follow-up call if you haven't heard anything within the stated timeframe