



CAREER & PROFESSIONAL DEVELOPMENT CENTER

PREPARING FOR AN INTERVIEW

Interviewing is a two-way street that allows employers to assess your fit for a position and the organization as a whole, and allows you to assess the position and the company's fit to your values, interests, and professional goals. Regardless of the format (phone, video, or in-person), use these preparation resources to help you succeed in the interview process.

1. Research

- ✓ What is the organization's mission & vision?
- ✓ What kind of content do you see on their official website & LinkedIn company page?
- ✓ Has the company been in the news recently?
- ✓ What projects or initiatives are they currently working on?
- ✓ How big is the organization & where are their locations?
- ✓ How much do you know about the workplace culture?
- ✓ What are the key responsibilities in the job?

2. Know Yourself

- ✓ Reflect on your skills, interests, values, previous experiences, and personal traits.
- ✓ Be comfortable sharing the accomplishments you've built in work, academic, and extracurricular positions.

3. Practice, Practice, Practice

- ✓ Reflect on your skills, interests, values, previous experiences, and personal traits.
- ✓ Be comfortable sharing the accomplishments you've built in work, academic, and extracurricular positions.
- ✓ Anticipate common questions.

4. Dress Professionally

- ✓ Dress for success in what that means to you!

5. During the Interview

- ✓ Bring a padfolio with copies of your resume.
- ✓ Write down names of interviewers or get business cards so that you can follow-up.
- ✓ Arrive between 10-15 minutes early, and anticipate potential mishaps (Where do you park? Who can you call if you get a flat tire on the way? If you're interviewing over video, what happens if the audio goes out?).
- ✓ Don't be the first to bring up salary or benefits.

6. After the Interview

- ✓ Send a thank-you note within 24 hours by email or mail.
- ✓ Inquire about next steps in the hiring process.
- ✓ Deal with job offers appropriately.
- ✓ When offered a job, react with enthusiasm and appreciation. Then ask for time to consider the offer fully.
- ✓ Clarify compensation package and get offer letter in writing.
- ✓ Explore salary negotiation strategies. You can use Glassdoor as a resource, or meet with your career coach.



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Through your preparations for a variety of interviews it is important to keep track of the companies you are applying for and facts about them. Below is something you can use while preparing for an interview.

Company name	Site/location	Mission statement/vision	Salary research (Glassdoor)	Notes	Date applied