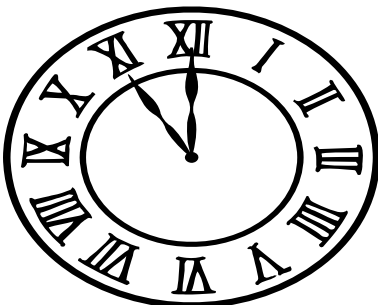


HOW TO PREPARE FOR YOUR FIRST EMPLOYMENT INTERVIEW

- ☐ Be sure of the time, place and date of the interview. Plan to arrive early (at least 15 minutes)
- ☐ Dress professionally.
- ☐ Learn as much as you can beforehand about the company to which you apply. Do not be afraid to ask questions about the company or the job.
- ☐ Research the employing organization. Visit the company's website. Read the company literature, such as an annual report and recruitment brochure.
DON'T WAIT UNTIL THE DAY OF THE INTERVIEW TO DO THIS!!!
- ☐ Review your resume. Study your qualifications and abilities and arrange this knowledge in your mind so that you can present it briefly and clearly during the interview.
- ☐ Be aware of your body language-maintain good eye contact, sit up **STRAIGHT**. Smile ☺
- ☐ Be prepared to answer initial questions from the interviewer such as, "What can I do for you?" "Tell me about yourself." Or "Why are you interested in our company?"
- ☐ Prepare two or three questions that you would like to have answered. You will be asked if you have any questions and should be prepared to ask some to demonstrate interest and preparation on your part.
- ☐ Answer all the employer's questions accurately, honestly and promptly. Never brag. Back your answers up with examples.
- ☐ When asked, point out the value derived from training and past experiences, which will carry over to the job you are seeking. Emphasize this.
- ☐ Speak with a feeling of confidence and enthusiasm. Do not bluff or exaggerate. Use good grammar. **AVOID SLANG EXPRESSIONS.**
- ☐ Do not criticize or "bad mouth" others, including past employers, associates, faculty or administrators. No one is interested in hiring a complainer.
- ☐ Be positive in all your answers. If a previous job experience did not work out as you would like, treat and present it in a positive light.
- ☐ At the end of the interview: Express your thanks to the interviewer; be sure you know the name and job title of the interviewer-Ask for a business card. Find out when you can expect to hear from them. Ask if they need any additional information from you. Write a follow-up, Thank You letter to the interviewer.



Note: The typical on-campus interview is 30 minutes long. Usually you will receive a follow-up letter (or call) stating whether or not the employer is interested in you and what the next step will be. If you are asked to provide additional information, be sure to follow-up quickly.