

Interview Day

Arrival

- Be prompt and prepared; bring the employer's contact information in order to call if unexpectedly delayed. Arrive 10-15 minutes early.
- Bring copies of your resume, cover letter, references, a list of questions to ask and samples of your work, if applicable.

Non-Verbal Communication

- Be aware of appropriate body language including posture, facial expressions, gestures, voice quality and eye contact; convey professionalism.
- Appearance counts; wear a suit, appear positive, confident and enthusiastic and offer a firm handshake.

Typically Asked Questions

Interpersonal skills, knowledge and abilities

Tell me about yourself.

- Highlight your skills and experiences as they relate to the position.
- Consider your answer to a "30-second commercial" or "elevator moment" emphasizing your accomplishments.

What do you know about our company?

- Visit the company's website, Career Insider, Glass Door, Wetfeet.com and set up Google Alert to find information.
- Be able to articulate what you learned about the organization including mission, philosophy, values, structure, services and products.

Why should I consider you a strong candidate for this position?

- Be self-assured, but not arrogant. Show your passion and positive attitude and provide concrete examples of how hiring you would benefit the organization.
- Please refer to NACE Career Ready Skills Handout

Behavioral questions

- Behavioral questions begin with phrases such as, "tell me about a time," "describe a situation," or "give me an example of."
- Employers ask these questions because your past experiences will predict your future behavior.
- Employ the STAR method. Explain the **S**ituation or **T**ask, what **A**ction was implemented and what were the **R**esults.

Weakness and stress questions

- Describe your weakness in terms of how you have developed skills to improve. *For example:* "Public speaking has been difficult, so I enroll in courses that are specifically interactive and require class presentations."
- Stress questions test your creativity and problem-solving skills. *For example:* "How many blades of grass are on a football field?" Expect the unexpected, compose yourself and answer knowing that there is no right or wrong answer.

Sample questions to ask the recruiter

(Remember, you are interviewing the recruiter as much as she/he is interviewing you)

- What do you enjoy about working at this organization?
- What are the challenges and opportunities of the new hire during the first year? What does a routine week on the job entail?
- How is employee performance evaluated?
- When will you make your hiring decision?
- Never ask about salary, benefits, vacation time, holidays or sick days.

Before You Leave – Thank the Recruiter(s)

- Express your continued interest in the position and request a business card in order to send a thank-you note.