



You took the time and effort to create an employer-focused resume and cover letter, and you have landed the interview, now is the time to think about and plan for that important event.

## BEFORE THE INTERVIEW- RESEARCH & PREPARE!

### Knowledge on the company

- Visit the website and review the company's purpose and products
- Search the web on any article postings
- Use LinkedIn to investigate the company and the people who work there

### Formulate answers to possible questions

- Review the job description and develop questions based on the roles, responsibilities and required qualifications
- Review the *Potential Interview Questions* handout from the Career & Employment Hub
- Schedule a mock interview with the Career & Employment Hub

### Prepare 6-10 questions to ask the employer

- Create insightful questions to ask that demonstrate your interest in and knowledge about the company
- Have extra questions prepared in case the employer addresses some of your questions during the interview
- Review the *Questions to Ask the Interviewer* handout from the Career & Employment Hub

### Know yourself

- Review your master resume and the employer-focused resume and cover letter you submitted with your application
- Consider how your own experiences, skills, strengths, and abilities relate to those required for the position
- Identify your relevant activities and work experiences

## DAY OF THE INTERVIEW

### Things to bring with you

- A copy of your employer-focused resume and cover letter
- A typed list of references with contact information
- Questions to ask the employer, written down
- A pad of paper and pen for note taking

### Dress for success

- Dressing professionally is a compliment to the person(s) with whom you interview
- Be confident and comfortable, never wear something you have never worn before
- If you chose to purchase a suit or new outfit, select one that reflects who you are and wear it a few times before the interview
- What not to wear, anything that doesn't contribute to your professional image

### You arrive

- Arrive 10-15 minutes early
- Silence your phone or better; leave it at home or in the car
- Relax! An interview is a two-way conversation where you exchange information



### DURING THE INTERVIEW

- Use stories, examples and speak to your accomplishments that come from all aspects of your life - you have learned many things in the classroom, on the job, volunteering, and in life - they all count towards your experience
- Reference the aspects of the job description and how your skills, abilities, knowledge, and strengths align with them
- Maintain your enthusiasm and demonstrate interest, be an active listener
- Stay present and in-the-moment
- Focus on your strengths

### AFTER THE INTERVIEW

- Obtain a business card from your interviewer(s)
- Send a thank you email immediately after the interview (*see sample below*)
- If the position is not offered to you, ask the employer for feedback on your interview

### PROFESSIONAL COMMUNICATION

Communicating with a potential employer is extremely important. This is an opportunity to represent yourself professionally, it is important to come across as positive and flexible in your communication.

**EMAIL TIPS:** Aim to come off as positive and appreciative.

- **Stay in Touch:** Check your inbox daily, read emails thoroughly, and respond within 24 hours
- **Subject Line:** State the purpose for the communication
- **Greeting & Closing:** Begin and end by being polite, and professional
- **Body:** Identify yourself. Write a clear and concise message that gives the person plenty of context
- **Proofread:** Check for spelling or grammatical errors. Be aware of the tone of your message, as there is no body language or verbal cues in email.

### SAMPLE EMAIL

**Subject:** [your name] – *Thank you for your time today*

**Greeting:** Dear <First & Last Name>,

**Body:** Thank you so much for taking the time to speak with me about the [job title] position at [company name]. It was a pleasure meeting you on [date/today/yesterday] and learning about your background and experience.

I especially enjoyed discussing [topic discussed in interview] and wanted to highlight my experience in [topic] [during my time in college or in my previous role at company name].

After learning more about the position, I am positive that my skill set and experience would be valuable in helping [company name] achieve [company goal].

If you require any additional documentation of my credentials, please do not hesitate to reach out.

I look forward to hearing from you.

Sincerely,  
Your name