

INTERVIEWING

Tips & Strategies



BEFORE THE INTERVIEW

A job interview is an opportunity to showcase your relevant strengths, experience, and interest in the position for which you're applying. An interview is also a chance for you to ask questions of the employer to find out if the position is a good fit for you. The secret to a successful interview is thorough preparation and effective communication.

Research the organization.

DURING THE INTERVIEW

What to Bring with You

Extra copies of your [résumé](#) on high quality paper

A typed list of at least 3 [references](#) (also on higher quality paper)

Approximately 5-7 typed questions you would like to ask of

hobbies. Think also of situations that did not go as planned or were difficult but turned out to be a learning experience.

Practice telling your examples to others, such as friends and family, or a career coach.

Make sure your examples are concise, well-told, and interesting. They should create word pictures of what you have done, learned or accomplished that relate to the job for which you are interviewing.

Don't hesitate to market your accomplishments; this is not the time to be too modest!

Be aware that some interviewers use nonsense questions (also commonly called off-the-wall questions), such as "if you could be anyone in the world who would you be?". Though these

What skills did I utilize?

Results

What were the outcomes/accomplishments?

What were the unintended outcomes?

What did I learn?

ADDITIONAL TYPES OF INTERVIEWS

PHONE / VIRTUAL INTERVIEWS:

Used when a company is considering whether or not to invite you for an in-person interview, or when companies want to screen people quickly; also can be used when the candidate is unable to interview in person.

Always be prepared for a full-blown interview, not just a quick screening.

Have a copy of your resume and supporting documents, such as your web portfolio, in front of you.

Would you be willing to relocate?

What makes you a strong candidate for this position – why should we hire you?

What do you want us to know about you that isn't on your resume?

POTENTIAL QUESTIONS TO ASK INTERVIEWERS

ALWAYS have questions ready to ask. Type out the questions, and take them with you to your interview. Adapt the questions below for content and style as appropriate. Remember to never ask about salary or benefits. Let the employer ask you questions.