

Interview Tips from Employers

This information was collected from on-campus employers in Spring 2008.

Appearance

- Wear a conservative suit if possible.
- Look as professional as possible (i.e. no low cut tops or dresses.)
- If you have a tendency to touch your hair, pull your hair up and out of your face.
- No gum chewing!!
- Do not leave your cell phone on!!

Preparation

- Build up your resume – it's their first impression of you
- Bring 3-4 copies of your resume, printed on resume paper, to hand out to the employer, even if they already have your resume on file.
- Take in a professional portfolio or folder with pen and paper to write notes.
- Research information about the company and the specific job position you are applying for.
- Prepare 4-5 questions to ask the interviewer at the end of the interview.
- Be prepared to give impromptu answers. It's okay to pause and think, but do not wait too long to give an answer. This will cause an uncomfortable silence.
- Know your situational questions. Give specific examples from all areas of your life.
Remember the STAR method!!!

S – Situation
T – Task
A – Action
R – Result



Attitude

- Have plenty of confidence in yourself and your abilities. Do not downplay your experience.
- Know what your future career goals are. The more specific and ambitious your answer, the better.
- Make sure and have plenty of energy and passion about the position. Show you want it!
- Be assertive and enthusiastic. Go after the job. Ask for it.
- Sell yourself. Show your ego, especially in sales.
- Make the interview conversational, not just a Q&A session.
- Maintain eye contact. Do not look at the ceiling or out the window.
- Lighten up, let them see your personality. SMILE!!!

Answering questions

- Do not be stressed, nervous or fidgety. This is extremely distracting to the interviewer.
- Prepare your answer beforehand but make sure you don't sound rehearsed.
- Do not just go through the motion of answering questions, show some excitement and energy.
- Stay focused on the question you are answering. Make sure to answer it fully and do not jump around to other topics until you have answered that question.
- Do not give one or two word answers. Give detailed examples; however, do not give wordy answers.
- Focus your skills on the job you are applying for - display the skills necessary for the position.
- Do not discuss salary/benefits until they bring it up. If you bring it up, it looks like you are more interested in compensation than the job itself. If asked what salary you expect, give a range.
- Do not bad mouth past employers or give negative examples of past work experiences.
- Don't say "you don't know" if you want to work for them. Apply for jobs you are interested in – employers know when you are not interested
- Do not be informal in your interview. Even if the atmosphere is relaxed, it is still an interview. This includes no cussing or "laid-back" terms.