Prepare In Advance for an Interview

“Failing to prepare is preparing to fail.” Ben Franklin

Practice, Prepare, Practice Some More!

➢ Do a mock interview in Career Services
➢ Prepare questions to ask the employer
➢ Prepare your interview materials

Have:
  - Several copies of your up-to-date resume
  - A list of references and permission to use them
  - Any appropriate work samples or portfolios

Plan ahead:
  - Confirm the date, time, and place of the interview
  - Request the name of the person with whom you will be interviewing
  - Travel the route a day before to account for time, parking and directions

Self Assessment

➢ Assess your skills, and you will identify your strengths and areas of work where you will excel. Make use of self assessment programs offered through Career Services: eDiscover, Strong Interest Inventory, Co-op, free literature and online resources.

➢ After you have completed a self assessment, choose 3 to 5 of the strengths that match what the employer is seeking in the job posting. Remember that the employer is forming a picture of you based on your answers. Their goal is to find the appropriate match to the position.

Research the Company

➢ Being knowledgeable about the company demonstrates your drive, motivation, maturity and thoroughness as a candidate.
➢ Helps you to avoid asking dumb questions.

What should you know about the company?

➢ The company name, their products and services
➢ Most importantly, you should know the job description
  This information can be obtained from the company’s web site, or by speaking with someone in their Human Resources Department
**After the Interview: Provide the Necessary Follow-up Documents:**

- Within 24 hours of the interview, send a thank you letter to everyone with whom you have interviewed. (This is the reason for collecting their business cards).
- Send it via email. The postal service will take too long and put you behind the competition.
- This is your opportunity to re-emphasize your skills and strengths and how they fit the employer’s needs. Most importantly, it may separate you from other qualified candidates and help you get the job.

**Sample Thank You Letter**

Your Address  
Number and Street  
City, State Zip  
Date

The Interviewer’s name, title  
The Company name  
Number and Street name  
City, State Zip

Dear Mr./Ms.(Interviewer’s Last Name):

Thank you for taking time to discuss the (position of interest) position at (company name) with me. After meeting with you and observing the company's operations, I am further convinced that my background and skills coincide well with your needs.

I really appreciate the time that you took to acquaint me with the company. It is no wonder that (company name) retains its employees for so long. I feel that I could learn a great deal from you and would certainly enjoy working with you.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on your time, I am sure that you require people, who can be trusted, to carry out their responsibilities with minimal supervision.

I look forward to hearing from you concerning your hiring decision. If I can provide you with any further information, please feel free to contact me at (your) phone-number or at (your email). Again, thank you for your time and consideration.

Sincerely,

Your name