QUICK INTERVIEWING TIPS

Interviewing Tips

• When greeting an interviewer use his or her full name preceded by Mr. or Ms. or Dr. if appropriate. Be sure to get the right pronunciation of the interviewer’s name prior to arriving.
• Bring extra copies of your resume, transcript, references, examples of previous work/projects, and a pen.
• Dress conservatively and avoid extremes. This is not a way to express your individuality. You can demonstrate your uniqueness through conversation.
• Sit comfortably without slouching and look alert and enthusiastic. Don’t fidget.
• Be prepared with carefully thought out questions about the job to ask when the interviewer prompts you for questions.
• Be professional and focused, yet friendly and personable.
• Feel free to ask for clarification before answering questions.
• Take time to formulate your answers before you speak.
• Try to get the interviewer to describe the position early in the interview so you can relate your experiences and skills to the job.
• Avoid simple “yes” and “no” answers.
• Keep your answers between 30 seconds to two minutes. Avoid long rambling responses.
• Do not speak negatively of past employers.
• Send a thank you letter within 24 hours of the interview.
• Keep your discussion of any experiences on a positive note.
• Look for positive aspects or results to communicate, even when asked about weaknesses or negative experiences.

Remember to:  
+ Arrive early  
+ Give the interviewer a firm handshake  
+ Have a positive attitude  
+ Appear confident, poised, and interested  
+ Appear full of energy and enthusiastic  
+ Act friendly to everyone you meet  
+ Smile  
+ Make eye contact  
+ Use humor only when appropriate  
+ Take a deep breath and relax  
+ Be concise, but give thorough answers  
+ Be honest

Remember Not to:  
- Arrive late or just in time  
- Hurt the interviewer’s hand  
- Talk negatively  
- Lie or act bored  
- Ask about salary, benefits, vacation  
- Smoke (even if invited)  
- Yawn or chew gum  
- Stare  
- Crack jokes  
- Use first names (unless asked)  
- Be wordy or respond “yes” or “no”  
- Lie