



# THE CENTER FOR ACADEMIC ADVISING & CAREER ENGAGEMENT

## Interview Preparation: In Person, Web, Phone

An interview is the candidate's opportunity to make a first impression, highlight their skills and qualifications for the position, and ask questions about the role, corporate culture, and organization.

### Before the interview, take time to prepare:

- Review the position description.
- Know your resume, Linked In profile, and cover letter and prepare examples of how you accomplished projects, tasks or outcomes listed on the document. If the interview is in person bring extra copies of your resume, padfolio, pen/paper, and business cards [optional].
- Research the organization and the industry; know their website and social media pages well. Understand the firm's mission, values, products, and/or services of the organization in addition to any recent news or events.
- Speak clearly and concisely and avoid rushing, rambling, or saying "um", "like", or other filler words, just as you would in an in-person interview; be energetic and smile during the interview.
- Read through the most common interview questions [here](#) , and prepare some examples you could use to answer the questions.
- Make a mock interview appointment with your career advisor, practice with a friend or family member or record yourself virtually. It is important to take time to practice out loud and not just go through answers in your head! Ask the practice interviewer for specific feedback on your posture, eye contact, presence and answers.
- Wear professional interview attire regardless of the type of interview. Prepare directions in advance and arrive early. If the interview is virtual be sure your equipment, lighting, and Wi-Fi/internet is working in advance. Login a few minutes early.
- Be prepared with 3-5 questions that demonstrate your knowledge of the organization and interest in the position. Find a list of questions to ask employers [here](#).
- Let the employer end the interview, then thank the employer for their time and reiterate your interest in the position. This is also a good time to ask about next steps and when to expect to hear back from the employer.



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### **After the Interview:**

- Write a thank you note (an email is acceptable) immediately to all who participated in the interview.
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- Relax! It is normal to be nervous, but it is important to try to stay calm and be yourself during the interview.