

Interview Preparation

An on-site interview is a candidate's opportunity to make an in-person first impression, highlight their skills and qualifications for the position, and ask any questions the candidate might have about the job, office, or company. It is also a great opportunity to meet a supervisor or some of the team with which the candidate might be working. After interviews, hiring committees begin to narrow down their top choices for position openings, so it is important to be well-prepared for the interview process.

Before the interview, take some time to do the following.

- Review the position description.
- Read back through your resume and cover letter. Print out extra copies of your resume to bring with you.
- Research the company/organization and the industry. Look into the mission, values, products, and/or services of the organization as well as any recent news and events.
- Read through the most common interview questions, and think about some examples you could use to answer the questions.
- Make an appointment with Career Services staff, or practice with a friend or family member. It is important to take time to practice out loud and not just go through answers in your head! Ask the practice interviewer to pay attention to your posture and eye contact to make sure you are not doing anything distracting for yourself or the interviewer.
- Pick out your interview attire and look up directions the night before. This will ensure you are on time for the interview and know where you are going!
- Bring a padfolio, pen, paper, resume copies, and business cards (if you have them) with you.
- Relax! It is normal to be nervous, but it is important to try to stay calm and be yourself during the interview.