

# INTERVIEW GUIDE

## 5 STEPS TO SUCCESSFUL INTERVIEWING

### 1. Research the organization

- Visit the organization's website to ensure that you understand the organization's background, mission statement, and what they do
- Assess their products, services, client-base and competition
- Read recent press releases
- Review trade or business publications
- Prepare to ask about the organization or position based on your research

### 2. Know the job description

- Review and outline the knowledge, skills and abilities required
- Visit the company website to determine where the position fits within the organizational chart
- Match the employers expectations to your qualifications

### 3. Prepare your answers and questions

Interviews tend to be a combination of resume, behavioral, and case questions. View the Interview Questions Guide to help you prepare. Based on your research, prepare a list of 5 questions to ask the interviewers. Make an appointment on Handshake to meet with a Career Development Advisor to practice your interview skills.

### 4. Plan your Attire

First impressions are vital! It is critical that you know the industry or event culture as you decide what to wear during your interview. Your attire is part of your collective professional brand. You don't want your first impression on a potential employer to be negative simply because of your attire! *Note: it is always better to be overdressed than underdressed, and that your clothing should be neat, clean, ironed and fit well.*

### 5. Pack your bag the night before

- Extra copies of your resume
- A notepad and pen
- A list of references
- A portfolio with samples of your work, if relevant