

Interviewing Preparation and Execution

Before the Interview

- **Research:** Company's mission statement and goals; organizational structure; products/services; How does the company compare with competitors?
- **Self Assess:** Be prepared to discuss anything in your Resume and Cover Letter. Review your interests, skills, and values.
- **Anticipate Interview Questions:** The interviewer will ask questions about your education and work experience, strengths and weaknesses, and your short and long term goals. Behind these questions are two main concerns: what will you bring to the job? And, how will you fit with the company? For more preparation, see our PDFs of Common Interview Question, Interview Q&A, and Illegal Questions.
- **Plan to Ask Questions:** The questions you ask are as important as the ones you answer. Good questions will not only help you obtain information, but will also demonstrate your sincere interest in the job. Make sure you have a list of 3-5 questions to ask during your interview. See out list of Questions to Ask During the Interview.
- **Practice:** Practice answering a variety questions you may be asked in the interview. Have a friend practice with you or schedule a mock interview with Career Services at 970-248-1177.

Day of Interview Dressing for the Interview

- Dressing for Success: You want the interviewer to focus on you, not your appearance
- The key here is to look professional
- Make sure everything is clean, ironed, and fits well
- Be professional at all times
- Plan to arrive 15 minutes early-call if you will be late
- Bring: extra copies of resume, references, pen, notepad, and your list of questions

During the Interview

- Greet the interviewer with a firm handshake
- Do not sit until you are offered a seat
- Maintain steady eye-contact
- Ask for clarification if you do not understand a question
- Watch out for "umm", "uh," "like," etc.
- Be yourself—do not exaggerate or be negative

After the Interview

- Think about how the interview went. What did you do well and what could you have done better? What could you do differently next time? Make sure you send a short thank-you note.

Types of Interviews

One-On-One Interview

An in person meeting with one to two people. This is the most common type of interview.

Panel Interview

Interviewed by several people at once. Interviewers usually take turns asking questions.

--Be sure to make eye contact with all interviewers as you answer questions--

Group Interview

An individual or a panel will interview a group of potential employees. This interview gives the employer the opportunity to watch how you interact with others in a group as well as how you make yourself stand out. Group interviews are usually used to eliminate candidates early on when an employer has too many people to interview one-on-one or has a limited amount of time.

Phone Interview

Phone interviews are usually used to select a few candidates to invite for in person interviews. An interviewer will call you at a prearranged time to ask questions over the phone. Make sure you answer the phone professionally and are in a quiet area where you can concentrate on the questions. Have your resume and list of questions for the employer out in front of you for quick reference. Make sure you ask for clarification if you need it.

Meal Interview

This type of interview is used to see how well you function in a social setting. Know the rules of professional etiquette, order non-messy foods, treat your server with respect, and order a moderately priced meal. Avoid alcohol and remember that this is an interview so you must remain professional at all times.