

Before the Interview:

1. Research the Company (website, social media, contacts that work for or do business with them).
 - Mission and Vision Statements
 - Involvement with the local community
 - What they do and where they do business
 - Organizational structure
 - How the company compares with competitors
2. Dress for success! First impressions are important. Business formal or business casual depending on the industry. Plan your interview attire ahead of time, and try it on for fit and comfort. Make sure it is cleaned and ironed.
3. Prepare for questions the interview committee may ask:
 - Can you tell me a little about yourself?
 - Why did you decide to become a _____?
 - What do you know about our company?
 - Why do you want to work here? Why do you want this particular job?
 - What strengths do you bring to this position? What is one weakness that you have?
 - What are your future goals?
 - Describe a work situation in which you had a conflict with a customer or coworker. What did you do? What were the results?
 - Why should we hire you for this position?
 - What questions do you have for us?
4. Prepare 3-5 questions for the interview committee:
 - What qualities are you looking for in an ideal candidate?
 - What have past employees done to be successful in this position?
 - What are the challenges a person coming into this job will face?
 - What are the organization's key challenges, and how does this position contribute to solutions?
 - What are the next steps in the process? When do you expect to make a hiring decision?

Interview Day:

5. The interview begins the moment you step into the building!
 - Arrive a little early - 15 minutes - so you know where you need to be and can be on time
 - Leave your cell phone behind
 - You can bring a notepad and pen and your questions for the interview team
 - Bring an extra copy of your resume and references
 - Greet *everyone* with a smile and handshake
 - Look at the interviewer(s) as you answer questions and make appropriate eye contact; watch your "ums" etc.
 - Be friendly and act enthusiastic; be yourself; do not exaggerate or be negative
 - Think about each question thoughtfully and answer in a calm, organized manner; ask for clarification if you did not understand a question
 - At the end of the interview, ask the questions you have practiced unless they have already been addressed
 - Thank the interviewer(s) for their time
 - Tell them you look forward to hearing from them

Types of Interviews

6. When you are initially contacted for an interview, be sure to verify the *type* of interview and *who you will be meeting with*. If the caller does not provide these details, simply ask for them.
 - One-on-One Interview - an in-person meeting with one or two people; typically the final interview following a first-round panel, group, or phone interview
 - Panel Interview - interviewed by several people at once with each panel member taking turns asking questions; be sure to make eye contact and engage with each interviewer on the panel
 - Group Interview – an individual or panel interviews a group of candidates at the same time; this technique is used to narrow down a large candidate pool by seeing how potential employees interact and stand out from others
 - Phone Interview – typically precedes a one-on-one or panel interview; prepare for a phone interview the same way you would prepare for an in-person interview and be sure to answer the phone professionally and to speak clearly
 - Also note that an informal, on-the-spot, phone interview may take place as part of the candidate review process; in this case, a representative may call you and ask if you have a moment to talk about the position and answer some questions about your background
 - Meal Interview – conducted over lunch or dinner to see how well you function in social settings; treat a meal interview the same as a one-on-one interview, do not order messy or expensive foods or alcohol, treat the server with respect, do not necessarily expect the interviewer to pay for the meal, and always remain professional