

Interviewing Skills: Preparing for the Interview

- Study, Study, Study!!!
 - ◆ The company
 - ◆ The people you will be interviewing with
 - ◆ The job description
 - ◆ The technical requirements
 - ◆ Your resume!



Interviewing Skills: Preparing for the Interview

■ **The night before the interview:**

- ◆ Formulate and write down educated questions to ask during the interview
- ◆ Pack your briefcase/folders
 - ✓ Pad of paper & pens
 - ✓ Directions to the office
 - ✓ Resumes (make several copies!)
 - ✓ Prepared questions
 - ✓ Contact information of hiring authority in case of emergency
- ◆ Plan your clothes
 - ★ Suit and tie for men
 - ★ Pant or skirt suit for women



Interviewing Skills: During the Interview

- Be on time! (Even better, be early.)
- The 3 E's! (Energy, Enthusiasm, and Eagerness)
- Firm handshake upon arrival and departure
- Eye contact throughout the entire interview
- SELL your skills and experience
- Be concise--don't ramble.
- Have a "can-do" attitude
- CLOSE! Ask for the job.



Interviewing Skills: After the Interview

- Write a “thank you” email immediately after the interview!
- Take this chance to re-sell your skills and experience.
- Close again.

