

Interviewing Guidelines

- a. **Be prepared.** Don't just pull and "all nighter". Do research about the company ahead of time and prepare some questions to ask. Show interest in the company's products and/or services.
- b. **Ask about potential growth** within the company. Inquire as to any training they might offer to help you reach your goals.
- c. **Be prepared to answer questions** such as:
 - i. *Tell me about yourself.* – This is your time to shine. Focus on your accomplishments. Keep it professional, not personal.
 - ii. *Where do you see yourself in 5 years?* – Talk about your goals & objectives that you have set up for yourself. Make sure they are in line with the position and company you are interviewing for.
 - iii. *What are your strengths?* – Focus on the skills you are good at and how they relate to the position.
 - iv. *What are you weaknesses?* – Talk about how you are working on developing areas in which you need improvement or ways in which you get around your weakness. For example, you could say, "I'm not the most organized of individuals, so I always answer my e-mails and phone calls right away. I'm aware of the problem and I have strategies to deal with it."
 - v. *Why do you feel you are right for this position?* – Focus on how your strengths help meet the needs of the specific position to which you are interviewing for.
 - vi. *Tell me about a time when your course load was heavy. How did you complete all your work?* – Employers are generally looking for an answer like, "Last semester I was taking 21 credits, so I made sure I had a day planner and mapped out all my assignments." They are looking for a plan-ahead kind of individual, not someone who just flies by the seat of his/her pants.
 - vii. *Tell me about a time when you had to accomplish a task with someone who was particularly difficult to get along with.* – Show that you have the ability to be sensitive to the needs of others but can still influence them. Don't say "I just avoided them."
 - viii. *What are some examples of activities and surroundings that motivate you?* – Most technical disciplines are teamwork professions and require getting along with and motivating other people. Focus on any teams you have participated in or clubs in which you belong.
 - ix. *Tell me how you handled an ethical dilemma.* – If you can't offer a situation that you handled correctly the first time, explain how you learned from your mistakes. Explain how you might handle it the next time.
 - x. *Tell me about a time when you had to resolve a problem with no rules or guidelines in place.* – You want to show that you had a sense of urgency to resolve the problem; that you initiated action.
- d. **Practice** answering these questions with a friend, parent, advisor or recruiter.
- e. **Visualize the interview.** Imagine the interview going well. Go through how you will carry yourself and how you will answer questions.
- f. **Have a presentable appearance.** Dress appropriately for the interview. A suit would be best but slacks, shirt and tie for men and a skirt/slacks and blouse/sweater for women would be fine. When you schedule the interview, you might want to ask what would be appropriate. Never wear jeans or a t-shirt. And don't show any tattoos or body piercings.
- g. **Be careful of body language.** Show enthusiasm. Try sitting on the edge of your seat to show that you are interested and that you care.
- h. **Do not talk about salary during the interview.** Wait until an offer is made before having any discussions about salary. Remember, salary is not the most important thing for your job. Make sure the company has something to offer you in terms of potential growth. If asked about salary, respond that you want what is appropriate for the job.

- i. **Follow-up with a thank you letter** to all individuals you interviewed with.
 - i. Always follow up with a written letter thanking the interviewer for his or her time. Reaffirm your interest in the position and how your skills would lend themselves well to the job. Also address any concerns that the interviewer may have had at the interview.
 - ii. Follow-up even if you are not interested in the position. Always thank the interviewer for his or her time. If you like the company, express what you like about it. Fully explain why the position is not right for you. You never know what other positions they might have available in the future.
 - iii. Again, proofread your letter and if possible, have someone review it for you. Any correspondence with mistakes can kill your chances of obtaining the job.

Interviewing Guidelines from UConn: http://www.career.uconn.edu/job_interviews.html