

Preparing for Interviews

1. Research the organization.
 - This will help you answer questions and stand out from less prepared candidates.
2. Compare your skills and qualifications to the job requirements.
 - Outline the knowledge, skills and abilities required.
 - Compare what the employer is seeking to your qualifications.
3. Prepare responses for interview questions.
 - Practice your responses to possible interview questions.
 - It is best if you can practice with someone or even in front of the mirror.
4. Plan what to wear.
 - Conservative business attire, such as a suit and professional shoes.
 - Make sure that your clothes are neat and wrinkle free.
 - Be sure that your overall appearance is neat and clean.
 - Go lightly or not at all on perfumes and colognes.
 - Wear minimum jewelry and neutral nail polish or none at all.
5. Plan what to bring.
 - Extra copies of your resume on quality off-white paper.
 - A notepad or professional binder and pen.
 - A list of references.
 - Information you might need to complete an application.
 - A portfolio with samples of your work, if relevant.
6. Pay attention to non-verbal communication.
 - Nonverbal communication speaks volumes.
 - Remember that waiting room behavior may be reported.
 - Smile, establish eye contact and use a firm handshake.
 - Sit up straight yet comfortably. Be aware of nervous gestures such as foot tapping.
7. When the interviewer asks “Do you have any questions?” be prepared.
 - In your opinion, what makes this organization a great place to work?
 - What are the opportunities for advancement?
 - What are the next steps in the hiring process?