Interview Like a Pro
First Steps

Prepare to Make a Great Impression

– Business attire, pressed and neat
  • Try on your attire days before
  • Be clean; no perfume or other strong scents
– Research employer
– Research yourself

Video: Interview Tips

It’s not always fair but it has always been true.

Appearance matters.

Look your best.
Phone Interview

- Notes, resume, pen & paper, water
- Clear the room – QUIET
- Dress as if interview is in-person
- Smile – projects a positive image and tone
- Speak clearly and don’t interrupt
- Have questions ready
Video Interview

• Know how to use the technology
• Send ID and materials in advance
• Dress fully, not just top
• Neat and clean environment
• Microphone picks up room noise
• Make eye contact – know the camera
• Arrival
• Appearance
• Be nice to everyone
• Interviewer’s name
• Firm handshake
• Interest and enthusiasm
• Body language – confidence
• Make eye contact
• Listen
• SMILE!
• Self-assess before you go
  – Analyze your abilities and interests
  – Know exactly **what** you want to do and **why**
• Practice, practice, practice!
• Bring copies of your resume
  – Consider having a **portfolio**
  – Include references
• Discussion
  – Take your time and reflect
  – Express yourself clearly
  – Ask prepared questions
• Attitude
  – Honest
• Goals
• Questions about the job
Practice your interviewing skills with a mock interview (it’s a practice interview).

• Many lists of interview questions found online.
• Practice thinking about and answering interview questions.
Use our online mock interview program:

1. Create an account:
   • ID = your email address
   • Password will be emailed to you

2. Start a New Interview
   • Select *Interview Coach* and follow prompts
   • View *Examples* and *Coach* for guidance
   • Record your responses to view and critique
After the Interview

1. Thank you notes
   – Keep it simple, do not rehash the interview.

2. Evaluate
   – What went right vs. wrong?/ What can be improved?

3. Remember the tough questions
   – Resolve them in your mind
   – Do not address in thank you note

4. Continue to look

5. Make a follow-up call or send a follow-up note
   – (I’m very interested in the opportunity….I look forward to next steps)
What to wear?

This guide demonstrates acceptable Business Professional and Business Casual Attire for your upcoming career events.

**NOTE:** For interviews, always choose Business Professional attire.
Have you ever made any of these non-professional fashion “faux paux?”

Don’t be embarrassed by making these mistakes at your next job fair or interview.
Your body language shapes who you are.