

INTERVIEWING TIPS & TRICKS

Interviewing is a two-way street that allows employers to assess your fit for a position and the organization as a whole, and allows you to assess the position and the company's fit to your values, interests, and professional goals. Regardless of the format (phone, video, or in-person), use these preparation resources to help you succeed in the interview process.

The Interview

Before

- » Research
- » Prepare questions to ask the interviewer
- » Practice! Practice! Practice!
- » Dress Professionally

During

- » Arrive early
- » Bring copies of your resume in a padfolio
- » Don't bring up salary or benefits
- » Write down the names of the interviewers or get business cards to follow-up

After

- » Send a thank you note within 24 hours
- » Inquire about the next steps of the process
- » When offered a job, ask for time to consider the offer fully
- » Clarify compensation package & get it in writing
- » Explore salary negotiation options



BEYOND THE GUIDE

To practice your interviewing skills, consider using our **interview tool Stand Out** which can be found in Handshake.

BEHAVIORAL QUESTIONS

DESCRIBE A TIME...

in which you were able to use persuasion to successfully convince someone to see things your way.

TELL ME ABOUT...

a time when you had to go above and beyond the call of duty in order to get a job done.

GIVE ME AN EXAMPLE...

of a time when you used good judgment and logic to solve a problem.

Using The PART Method

Being able to talk about your transferable skills is important in an interview. Be sure to utilize the PART structure in formulating responses. Tell the interviewer a story (with a beginning, middle, and an end) about how you used a practical skill. The examples of behavioral questions listed above are a great time to use this method.

Problem: What is the problem or situation?

Action: What actions did you take to address the situation?

»

»

»

Result: What was the outcome? If negative, what the learning experience and what would you do differently next time?

Transferability: How can the skills you applied transfer to the job you are interviewing for?