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.
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?

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**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?