

CAREERS Interview Tips

You landed the interview...but are you prepared? Here are some tips that will help you before your interview:

1. Do your homework. Research the company and become familiar with products and services, culture, etc. Visit the company website for more information.
2. Review the job description of the position you are being interviewed for. Compare the qualifications of the job with your qualifications and highlight those during the interview.
3. Think like the interviewer. Determine the types of questions an interviewer may ask.
4. During the interview, stay focused on the questions and respond as best as possible.
5. Be specific in your responses. Instead of "I'm a team player"; try stating, "I'm a team player, especially when working on group projects. Not only do I share ideas, I also listen to my team members' ideas to work together to complete the project in a timely manner."
6. Prepare to ask some questions when asked if you have any questions. Communicate your interest in the position to the hiring manager. Not only are you being interviewed, you are interviewing the interviewer as well. Get some information and background about the position that might not be stated on the job description. It's best to not ask about breaks, time off, etc. Try to stick to job related questions.