



# INTERVIEW GUIDE

## Preparation

### QUALIFICATIONS

- Identify skills and work/school experiences that apply to the specific job - prepare quality examples.
- Consider how your personality and characteristics fit with the company's mission and goals.

### RESEARCH

- Understand the position responsibilities.
- Research the company: history, successes, culture, and mission statement.
- Prepare meaningful reasons for joining the team - show your enthusiasm.
- Connect on LinkedIn with individuals affiliated with the company.

### YOUR INTRODUCTION

In an interview or a networking situation, introduce yourself with a 30 second “movie trailer” about you.

#### ◎ PRIMARY TALKING POINTS:

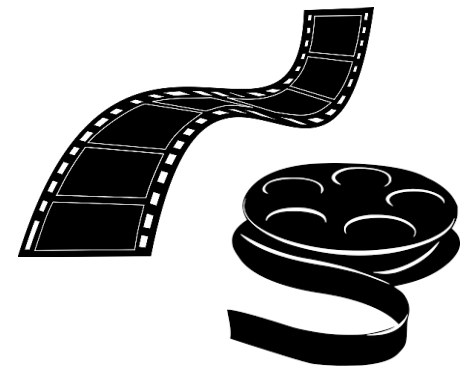
- Education
- Internships
- Work experience
- What sets you apart

#### ◎ OPTIONAL HIGHLIGHTS:

- Accomplishments
- Skills
- Aspirations

#### ◎ KEY TIPS:

- Keep it brief, interesting, and natural
- Avoid too much detail
- Avoid common words (like, kind, nice, etc.)
- Avoid personal details (age, family status, religion, etc.)
- Speak in present tense to show you have the skills now



### PRACTICE

- Schedule a mock interview with your career counselor - record it and review.
- Practice with friends or family.
- See our **Questions Guide** for tips and suggestions.

**NEXT:  
DAY OF**

# INTERVIEW GUIDE

## The Day Of

### UPON ARRIVAL

- Arrive 10 minutes early
- Turn off and put away your phone
- Double-check your appearance
- **Display professionalism** - the interview starts in the parking lot

### DURING THE INTERVIEW

- Remember to smile, show your personality
- Greet the interviewer or panel with a firm handshake, if appropriate
- Maintain eye contact
- Learn and remember names
- Display good posture
- Demonstrate confident voice quality and volume
- Treat the interview like a professional conversation
- Be prepared to ask good questions
- Ask for their business cards and thank them for their time

### WHAT TO WEAR

#### ⦿ ATTIRE OPTIONS

- Clean, pressed, and dark-colored professional clothing:
  - Suit or dress
  - Dress pants
  - Straight or pencil skirt of modest length (knee-length or slightly shorter/longer is acceptable)
- Simple and modest blouse or button-up shirt
- Flat dress shoes or low-heeled pumps (no open-toed shoes or sandals) with nylons
- Polished business shoes that match suit
- Match coloring of belt and shoes; wear appropriate dress socks
- Simple tie (no flashy or distracting colors or patterns)
- Cover tattoos

#### ⦿ GROOMING ESSENTIALS

- Simple jewelry, one pair of earrings
- Well-groomed and non-distracting hair
- Natural-looking nails and makeup
- Avoid perfume and cologne

*Match your professional attire with the career field*



To schedule a mock interview, access Wildcat Handshake through your eWeber Portal. Contact Career Services with any questions at (801) 626-6393.

