



SPALDING UNIVERSITY CAREER DESIGN CENTER

Interview Tips

Preparing

Research company

Prepare 3-5 selling points about yourself

Arrive 10-15 min early

Prepare questions

Take advantage of mock interview opportunities.

Dress appropriately

Don't wear too much cologne/perfume

Practice answering the general interviewing questions

Tell me a little bit about yourself. Using the STAR method.

Why do you want to work for us?: Follow the company on social media & look at their website so you can talk about the positive things the company is doing.

Why should we hire you?: Reflect on what your greatest achievement has been so far and how that connects to the job description.

Reflect on the soft skills that the job requires & prepare stories that show you have mastered those skills.

Re-read the job description

Match your greatest strengths with the job description

Turn off your cell phone

Write a thank you note on a postcard, address it and post it right after you leave the interview.

Bring a professional note book and something to write with

Bring an extra copy of your resume

Interview

Greet everyone you see with a smile and a hello
Remember you are being interviewed as soon as you pull into the parking lot.

Smile & make eye contact

Give a firm handshake

Use good posture

Speak clearly and concise

Listen to the questions before you rush to answer
Ask for clarification if you don't understand the question.

What not to reveal: *Too many personal facts, don't overshare,*

Don't talk badly about previous employers

Tie your answers directly to the job description

Be honest

Ask questions

Ask about the next steps at the end of your interview

Send a short follow up email