



# 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