**Helpful Hints for Interviewing**

1. Smart Strategies
   1. Before the Interview
      1. Arrive early
         1. Sit in the lobby or other main area and just observe the interactions of people who already work there – this will provide a window into the company
      2. Know yourself and your goals
         1. Provide clear communication about your skills, talents, education, experience
      3. Remember that interviewers are looking at you from a different perspective.
         1. Can the interviewer be confident in placing you as a representative of the company?
      4. Take a pad of paper and pen/pencil into the interview.
      5. Think of questions before the interview, write them down and be prepared to ask the interviewer those questions when they ask
         1. You can also take notes during the interview about things you have further questions about
   2. During the Interview
      1. Listen attentively to the entire question or statement of information
      2. Speak clearly and make good eye contact
      3. Don’t be afraid to clarify a point or question in an interview
         1. You can ask the interviewer to repeat or ask the question in another way in order to give your best possible answer.
      4. Don’t rush, take time in formulating your responses
      5. Provide details in your responses
   3. After the Interview
      1. Follow up with a thank you letter
         1. Click on the example on the Student Services website
2. What to Wear

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|  | Business Attire | Business Casual |
| Men: | * Conservative, well-fitting two piece suit; not a sport coat * Long-sleeved shirt (white or blue are always safe) * Conservative tie (think about a touch of red: color of power) * Leather oxford or loafer style shoe (shined); dark, dress socks | * Dress slacks, cotton khakis (pressed) * High-quality crew-neck or turtleneck sweaters * Long-sleeved sport shirts (tie is not necessary) * Blazer or sport coat, usually navy or black * Dress leather belt * Patterned or colored socks in a heavier knit than dress socks * Loafers or other shined shoes |
| Women: | * Suit or tailored dress in conservative colors (black, gray, navy, brown, beige, or burgundy). Shirt length appropriate for sitting, no more than 2” above knee. * Tailored blouse * Tailored pantsuits acceptable * Closed-toe, low-heeled pumps; hose (no white) * Conservative jewelry (Rule of Five: only five pieces of jewelry on; two pierced ears count as two. | * Sweater in neutral colors, cotton button-down shirts in solids or stripes, mix-and-match separates, wool turtlenecks, tailored blouse * Shirt or slacks in neutral color * Tailored pantsuit * Tailored dress with sleeves or jacket * Casual, low-heeled shoes or flats |

* 1. What Not to Wear
     1. Distracting clothing including busy patterns, bright colors, big strips, or tank tops
     2. Earring or ponytails on men
     3. Nose or tongue rings
     4. Tennis shoes, sandals, or open-toed shoes
     5. Size extremes – wear clothing sized appropriately for your body
     6. Strong perfume, cologne or after shave
     7. Clunky, heavy, thick-soled shoes on women

1. Common Mistakes and What to Do About Them
   1. Not researching the company
      1. Get on-line and look around on the company’s website – is there any special lingo or key terms used?
      2. Look for current news on the company on-line, newspaper, magazines, etc.
   2. Not having clear goals
      1. Have a short and long-term goal in mind – what do you want to achieve professionally after graduation?
   3. Not having business-related answers
      1. Remain professional at all times and pull answers from your academic and work experiences
      2. Stay positive-minded; no whining, complaining, or criticizing former supervisors or co-workers