



# INTERVIEW PREP 101

## INTERVIEW BASICS

Your attire should be put together, neat and pressed. Wear clothing that fits the culture of the company you are interviewing with, but always dress to impress.

Bring extra copies of your resume, letters of recommendation, a reference sheet with questions, and a pen and paper. Always take notes during the interview! Bring a portfolio that includes samples of your work, test results, certificates of achievement, or transcripts.

## DO YOUR RESEARCH

Read everything you can about the company, including annual reports, brochures, and articles. Become familiar with key issues faced by the company and refresh your memory of contacts you have met with.

Research the industry, products and services, company history, corporate culture, and locations.

The best source for company information is the company website. Also read outside reviews and company profiles when searching for the company online.

## INTERVIEW CHECKLIST

- Research the company
- Practice common interview questions
- Prepare your own questions to ask
- Pick out your interview outfit
- Bring extra copies of your resume
- Follow up after the interview

## QUESTIONS

### QUESTIONS EMPLOYERS MAY ASK

- Tell me about yourself.
- Why did you choose to interview with us?
- Where do you plan to be in five years?
- Tell me about a time when you resolved a conflict.
- What are two or three of your greatest achievements?
- Do you work best independently or in a team? Why?
- Describe your strengths and weaknesses.
- Why would you be a good fit for this role?

### QUESTIONS YOU MAY WANT TO ASK

*Ask specific questions that show you are up-to-date with the current company events.*

- What was your career path in the company?
- What do you like most about working for this company?
- What is a typical day like in this position?
- How would you describe the work culture?
- What are the most important qualities for someone to excel in this position?
- What are the challenges of this position?
- What are the next steps in the interview process?

## TIPS

- Arrive ten minutes early
- Be confident and be yourself
- Silence your cell phone
- Be aware of verbal and non-verbal attitude
- Ask for your interviewer's business card
- Send a follow up thank you

## AVOID

- Asking questions you know the answers to
- Inquiring about salary or job benefits before the offer
- Chewing gum
- Controversial subjects (i.e. politics, religion)
- Talking poorly about your old job/boss

INQUIRY AREA	ILLEGAL QUESTION	LEGAL QUESTION
Age	How old are you?	Are you over the age of 18?
Marital/Family Status	Are you married or do you have kids?	Would you be willing to relocate?
Arrest Record	Have you ever been arrested?	Have you ever been convicted of a crime (crime should be reasonably related to performance of the job)?