

INTERVIEWS

BEFORE

- Research the company, find out about: customers, competitors, projects, services, and values
- Prepare questions and answers they might ask
- Conduct a practice interview with a peer, friend or book an appointment with us !
- Prepare questions for the interviewer
- Practice relevant skills such as computer software
- Ask references for permission and prepare contact information
- [Dress appropriately](#) for the position/industry, present a neat, tidy professional version of you
- Figure out your travel route and the time it will take to get you there

DURING

- Arrive 5 to 10 minutes early, adjust clothing and documents prior to entering
- Bring your cover letter, resume and portfolio with you along with pen/paper
- Smile and greet each person you interact with
- Be seated, use waiting time to review notes
- Firmly shake hands with interviewer
- Maintain eye contact and use positive [body language](#)

ANSWERING QUESTIONS

- Answer questions fully with concrete examples – no single word answers!
- Highlight examples of skills, explain how you will benefit the company
- Ask the interviewer to repeat or rephrase any questions you do not understand
- Feel free to pause and think of an answer
- Give detail about skills and abilities but don't bore the employer
- Always ask questions, which cannot be researched, about the position or company at the end
- Do not swear, use slang, short forms, or acronyms

CONCLUSION

- Ask about a hiring decision date and emphasize that you want the job
- Shake hands goodbye and thank the interviewer(s) for their time
- Ensure you have the names and email addresses of the interviewer(s)
- Immediately after the interview write down your feelings and answers you gave to questions
- Think about changes you will make in the next interview
- List items that need further research

AFTER THE INTERVIEW

- Within 24 hrs email a thank you note to employer to restate your interest in the position, add any forgotten information and to thank them again for their time
- Write down as many of the questions and answers that you gave, this can help for review and reflection of strong answers and identify questions that you need to improve in future
- Call the interviewer on the day after decision date to inquire about outcome
- Notify your references about the interview and give a re-cap