1) Know yourself – Be able to apply your skills, interests, strengths and goals to the job you’re applying for

2) Include concrete, quantifiable data in your responses – include measurable data when possible

3) Keep your answers brief and concise

4) Be prepared to articulate your key strengths and explain how your strengths can benefit the organization

5) Prepare five or more success stories – make a list of your skills/accomplishments

6) Put yourself on their team – demonstrate that you are thinking as a member of the team and would fit in.

7) Image is often as important as content – nonverbal gestures and physical appearance are highly influential

8) Ask the employer questions – come prepared with 3-5 questions, don’t ask about salary and benefits

9) Research the organization, its products and its competitors before your interview

10) Be able to answer why you want to work for the organization and what value you can bring - Sell yourself!
Step 1: Prepare

- Research the position and the organization
- Find a detailed job description and refer to job responsibilities during the interview
- Read the organization's literature, news articles on the employer, and other information sources to familiarize yourself with the employer
- Analyze your academic, experiential, and extracurricular activities to discover what they reveal about your skills, values, and interests
- Practice answering questions about your strengths and weaknesses
- Be prepared to explain what you accomplished, why you performed tasks a certain way, what you gained from the experience, and how it helped prepare you for your desired career field

Add a little bit of body text

Step 2: Practice

- Analyze and improve your communication skills including your posture, gestures, tone of voice and facial expressions. Use appropriate language, grammar, and diction.
- Avoid pauses using “um” and “uh” and phrases such as “you know” or “okay”
- Develop a firm handshake, maintain eye contact and eliminate nervous mannerisms
- Dress appropriately and professionally (See Dress for Success)
- Familiarize yourself with the types of questions interviewers ask, and practice well thought-out answers
- Practice in front of a mirror, with a friend, or with a career counselor
- Schedule a mock interview with TCCS to practice interviewing techniques
- Restate a long or complex question for clarity before you answer. Learn to generate answers that are neither too long (over 2 minutes) nor too short (under 20 seconds)
- Signal the end of a question or answer with a gesture, phrase or voice tone

Step 3: Perform

- During the interview, your primary objective is to stress what you can do to meet the needs and goals of the employer
- Focus your answers by emphasizing your accomplishments and experience. Reinforce the positive! Never say anything negative about past experiences; it could be interpreted that you are pessimistic and hard to get along with
- Demonstrate your enthusiasm and self-confidence.
- Watch for clues that the interviewer is following your thought processes. If the interviewer appears puzzled, stop and clarify your response
- Analyze your performance after each interview
Step 4: Follow-Up

- Following each interview, write a short and timely letter of appreciation to the interviewer(s)
- If you met with multiple people, send each person a different thank you letter
- Briefly restate any points, which may not have been communicated effectively
- For on-site visits, send a letter to the key contact person who arranged the visit
- Consider sending a separate letter to your potential supervisor, if you interviewed with that person. For tips on how to write a thank you letter, please review the “Thank You Letter Guide”
- If you have not heard from the employer a week or so after the stated time frame, you may call and ask for an update on your application status
- Realize that activities and decisions may be delayed during holiday and prime vacation periods

Interview Types

Screening Interview

- Typically a short in-person or phone interview, usually 30 minutes or less to assess whether a followup interview is worthwhile

Group Interview

- There is more than one person interviewing you
- Acknowledge all interviewers at the table/room
- Pay the most attention to the person who has asked the question, but shift your gaze briefly to others
- Do not try to assess which person is the most senior and to focus all of your attention on that person

Case Interview

- The hallmark of consulting interviews; the case will involve a short presentation of a business problem followed by a discussion where you will be asked how you would approach the problem
- Visit TCCS for more information and help in preparing for case interviews

Behavioral Interview

- Questions that seek demonstrated examples of behavior from past experience and concentrate on job related functions. – these pull from what you have actually done in the past
- Open-ended questions are asked, which require more than a YES or NO response. These questions begin with “Tell me...”, “Describe a time...”, “When...” Add a little bit of body text