



## Before the Interview

### 1. Research the Job and Company

Understand the job you are applying for and how your skills and experiences can be utilized in that position. Learn all you can about the company: mission statement, values, trends as it relates to the industry and culture.

#### Helpful Resources:

The employer's website	Research the company here to gain more knowledge.
Glassdoor.com	Research salaries, company reviews and ratings.
LinkedIn	Connect with professionals, network, follow companies and join groups related to your career field.
Career Services Specialist 866-933-5180	Have your resume reviewed and get career development assistance.

### 2. Practice! Practice! Practice!

- Schedule an appointment with a Career Services Specialist for a Mock Interview and review interview questions
- Visit [www.collegecentral.com/tri-c](http://www.collegecentral.com/tri-c), [www.tri-c.edu/careerservices](http://www.tri-c.edu/careerservices) and <https://collegegrad.com/interview> for some great resources on a wide variety of interview tips and job search.

### 3. Have Questions Prepared to Ask the Interviewer

- Asking questions at the end of the interview will help you further your research of the company and give you more insight to it being a good fit for you. This will also show the interviewer that you are engaged and interested.

#### Sample Questions:

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|--|---|
| • Are there growth opportunities within the department as well as the company? | • How will performance be measured for this position? |
| • What are the next steps in the hiring process?                               | • What do you like most about working here?           |

### 4. What to Bring to the Interview? (REMEMBER: Do not bring cell phone into interview. If needed, turn OFF!)

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| • Copies of resume, cover letter and references | • Job description of position interviewing for |
| • A notepad and pen                             | • Questions for interviewer                    |

### 5. Remember to Dress to Impress!

**Men:** blazer or suit jacket, button down dress shirt, suit pants, a tie and dress shoes. **Women:** pant suit, dress or skirt, dress shirt and moderate heels. Neutral colors: black, white, gray, brown and blue. Red is good for an accent color.



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## **Face-to-Face Interview**

### **1. Arrive EARLY (10-15 mins.)**

This will give you time to find out where you are going for your interview. It shows that you are professional and punctual. Also, arriving early will give you an opportunity not only gather your thoughts, but calm down and breathe.

### **2. Be professional and concise with your answers.**

- Make sure that your answers are related to work experience and school experience.
- Let your excitement and enthusiasm show through your demeanor and responses.

### **3. It is ok to ask for clarification on a question if needed.**

- This will help you give the best answer possible.
- It is better to answer a question that is understood, rather than guess on what that is not clear.

### **4. Take your time and think through your answers.**

- After each question is asked, pause, formulate your thoughts and then answer (practice doing this).
- Maintain eye contact and speak clearly.

### **5. Remember your SAR statements!**

It is important to be able to tell your stories of accomplishment in a format that allows you to give enough detail and stay on track. This is a great opportunity to utilize **SAR (Situation, Action and Result)** statements:

#### **Situation**

Think of a situation that demonstrates your contribution to your job or employer. What did you do, improve upon, or accomplish? Be brief and to the point.

#### **Action**

Briefly describe the action(s) you took to resolve the situation and why you took them. Spend some time in this area to best present your experience.

#### **Result**

Identify the result by asking “why did I do this?” or “what was the result?” of your action.



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### Phone Interview

#### 1. Treat the Phone Interview like an In Person Interview

Although the interview is over the phone and not in person, it is extremely important to establish the right mindset for this interview. Therefore, prepare for the phone interview as you would a face-to-face interview.

#### 2. Helpful Tips (in conjunction with Before and Face-to-Face Interview Tips):

- Find a location free of distractions
- Never use speaker phone
- Dress the part (put yourself in the right mindset)
- Speak clearly
- Speak with enthusiasm and with a smile
- Engage the interviewer and keep the interview conversational

### Skype or Virtual Interview

#### 1. A new approach to interviewing

Companies have started to take the Skype and video approach to interviewing potential candidates. This method of interviewing is proving to assist in making the interview process faster which can help in the hiring process.

#### 2. Helpful Tips (in conjunction with Before and Face-to-Face Interview Tips):

- Double-check your audio, video, and internet connection at least a ½ hour before the interview
- Make sure room is well-lit, background is appropriate and interviewer can clearly see you
- Angle and eye contact are critical
- Frame yourself from the chest up
- Dress for the job you want

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### After the Interview

#### 1. Send a thank you note (mail or email) to everyone that interviewed you with 24 hours.

Make sure in your note you thank them for the opportunity to interview, their time and further express your interest in the position. Be brief, concise and to the point.

#### 2. Reflect on the interview.

What went well? How can I improve for the next interview?