



TEN TIPS FOR INTERVIEWING

1. Research the employer to gauge your interest in the position and the organization, as well as to identify relevant data and questions you want to ask of the interviewer about the position and employer.
2. Review the job description carefully and be prepared to explain how your qualifications and experiences represent a good fit for the needs of the position. Focus especially on your particular strengths and how those can benefit the potential employer.
3. As with your resume, be ready to confidently provide specific examples and accomplishments to demonstrate your strengths and qualifications. Quantifiable outcomes and results that show your ability to achieve or exceed goals will more clearly illustrate your potential value and fit to the employer.
4. Keep your responses concise and on point. Be sure to answer the question appropriately and fully, and provide more detail if asked, but be careful not to stray off topic and/or repeat yourself. Most answers should be 1-3 minutes depending on the question and level of detail required to respond.
5. Present yourself professionally. Studies show that 65% of the conveyed message is nonverbal, meaning that gestures, physical appearance, and clothing/attire are very important during job interviews.
6. Be prepared to ask good questions of the interviewer regarding the organization and position (but not about salary/benefits in a first interview). It is key to remember that the interview is a two-way interaction, in that you are also evaluating the potential employer to see if the position is a good fit for you.
7. Consider and be ready to discuss your short and long-term professional goals.
8. Be polite and courteous to everyone you meet during the interview experience - interviewers often seek/get feedback from other organization members on their impressions of candidates.
9. Maintain a positive attitude about prior experiences and/or employers even if those were challenging situations. Talk about what you learned and how you developed professionally from those experiences and how that development makes you a better candidate going forward.
10. Before ending the interview ask for details on the next steps and expected timeline in the employer's search process. Be sure to get the interviewer(s) contact information and follow up with a thank you note.