

Interview Guide Preparation

Goals: To prepare yourself so you make a good impression on employers.



The Interview

(Formal or informal)

Tips for getting ready

- An interview is an opportunity to showcase your skills, knowledge and abilities.
- Identify prior to the interview things you want an employer to know about you. For example, your experiences that would add to your ability to do the work and your personal qualities that you will bring to the workplace.
- Reflect on how this opportunity might be a step in reaching your career goals.
- Learn about the organization's mission, vision and values.

Preparing for the interview

- It is natural to feel apprehensive about taking next steps in your job or career development.
- Prior to the actual interview, research the company's location and address to estimate your arrival time. This will allow you extra time prior to the interview. If virtual interview, take a look at the lighting and background on your device.
- Prepare question(s) for the interviewer.
- You might recruit a family member or a friend to practice interview questions.
- Learn about the [STAR](#) interview method.
- Plan how you to look your best. Consider your clothing, grooming, and amount of perfume/cologne
- Plan to ask, as a final question, "What skills, knowledge and abilities are needed to be successful in this position?" Your question can prompt the interviewer to provide you with important information.
- **Remember:** There is only one opportunity for first impression

440-5800 (11/22/COM)