Enclosed, you will find information on how to effectively prepare for an interview. Should you have any questions, please contact our office at 994-4353.

We recommend practicing for your interview with one of our staff members. To schedule an appointment for a mock interview, please call 994-4353.

**IF YOU ALREADY HAVE A MOCK INTERVIEW APPOINTMENT, PLEASE READ:**

Thank you for scheduling an appointment for a mock interview. Please note the following guidelines to ensure your experience is as beneficial to you as possible.

Please bring the following with you to your appointment:

- A vacancy announcement for the position for which you will be interviewing.
- A **printed** copy of your resume.

We will not meet with you if you fail to bring in a vacancy announcement to your appointment. Without this information, the realistic experience we create for you as the “interviewee” is not possible and you will be unprepared to meet with the interviewer.

Preparation is key to your experience. We expect you will take this seriously, therefore, please prepare for your mock interview by completing the following:

- Read this information packet.
- Research the company to which you will be applying.

Cancellations: If you cannot attend your appointment, please call our office at 994-4353 to cancel 48 hours in advance.
PREPARING FOR YOUR INTERVIEW

We recommend you consider the following areas as you prepare for an interview:

Nonverbal Communication:

- Handshake – was your handshake firm and appropriate? No “limp fish,” or crushing grip.
- Posture – did you convey an alert, upright and engaging image?
- Nerves – were you able to control for nerves (fidgeting, nervous habits, etc.)?
- Eye contact – should be consistent, not staring, looking at ceiling or floor or camera. Look down at notes to break eye contact if it is getting too “heavy.”
- Facial Expressions – appropriate? Do you appear engaged and interested?
- Were you enthusiastic? Did you use voice inflection, varying the rate and tone of speech, versus monotone?

Verbal Communication:

- Are you believable? Authentic?
- Did you avoid filler words such as: um, like, uh, or “you know”?  
- Examples – Did you use examples? Where they repetitive? Are your examples appropriate? Do you utilize a variety of examples to describe your knowledge, skills and abilities?
- Did you stay “on-message”? Was it apparent you prepared in advance?
  - Do you have 6-10 bullet points that describe your knowledge, skills, abilities and fit?
- Did you tell stories?
  - Do you have at least three stories that demonstrate your knowledge, skills and abilities and your understanding of how you might fit within the organizational culture?

General Attention & Interest:

- Did you appear interested and provide the interviewer with the respect and attention deserved for the “high power” in the interview relationship?
- Did you “sell” more than “tell” when communicating about yourself?

Dress:


Scent:

- Body Odor? Cologne/Perfume? Breath?

Preparation/Research:

- Did you appropriately integrate research regarding the organization in your answers?
- Did you use language reflecting 3-5 hours of research regarding the organization?
  - There is ALWAYS something to find out about the organization:
    - Did you use the internet?
Did you conduct an informational interview?

Did you “virtually stalk” the individuals who will be interviewing you? Use Google, LinkedIn, Yahoo, Facebook, other professional association websites.

Vacancy Announcement:

Did you incorporate content from the vacancy announcement in examples, questions and the interview in general?
Did you use language (key words) consistent with the requirements of the vacancy announcement?
Transferability of Skills – Did you articulate your knowledge, skills and abilities in a way that shows how you will benefit the company?
Did you appear under confident, appropriately confident/competent, or arrogant?

Questions You Might Be Asked:

Below are some examples of questions you may see during an interview. You can better prepare for your interview by directing your answers to the information found in the vacancy announcement and organizational research.

1. Tell me about yourself. (Most common but difficult question for some people to answer. Tip: keep answer focused on qualifications for this position).
2. What are your long-range and short-range goals and objectives? When and why did you establish these goals, and how are you preparing yourself to achieve them?
3. What specific goals, other than those related to your occupation, have you established for yourself for the next ten years?
4. What do you see yourself doing five years from now?
5. What do you really want to do in life?
6. What are your long-range career objectives?
7. How do you plan to achieve your career goals?
8. What are the most important rewards you expect in your business career?
9. What do you expect to be earning in five years?
10. Why did you choose the career for which you are preparing?
11. Which is more important to you, the money or the type of job?
12. What do you consider to be your greatest strengths and weaknesses?
13. How would you describe yourself?
14. How do you think a friend or professor who knows you well would describe you?
15. What motivates you to put forth your greatest effort?
16. How has your college experience prepared you for a business career?
17. Why should I hire you?
18. What qualifications do you have that make you think that you will be successful in business?
19. How do you determine or evaluate success?
20. What do you think it takes to be successful in a company like ours?
21. In what ways do you think you can make a contribution to our company?
22. What qualities should a successful manager possess?
23. Describe the relationship that should exist between a supervisor and those reporting to him or her?
24. What two or three accomplishments have given you the most satisfaction? Why?
25. Describe your most rewarding college experience.
26. If you were hiring a graduate for this position, what qualities would you look for?
27. Why did you select your college or university?
28. What led you to choose your field of major study?
29. What college subjects did you like best? Why?
30. What college subjects did you like least? Why?
31. If you could do so, how would you plan your academic study differently? Why?
32. What changes would you make in your college or university? Why?
33. Do you have plans for continued study? An advanced degree?
34. Do you think that your grades are a good indication of your academic achievement?
35. What have you learned from participation in extra-curricular activities?
36. In what kind of work environment are you most comfortable?
37. How do you work under pressure?
38. In what part-time or summer jobs have you been most interested? Why?
39. How would you describe the ideal job for you following graduation?
40. Why did you decide to seek a position with this company?
41. What do you know about our company?
42. What two or three things are most important to you in your job?
43. Are you seeking employment in a company of a certain size? Why?
44. What criteria are you using to evaluate the company for which you hope to work?
45. Do you have a geographical preference? Why?
46. Are you willing to relocate? Does relocation bother you?
47. Are you willing to travel?
48. Are you willing to spend at least six months as a trainee?
49. Why do you think you might like to live in the community in which our company is located?
50. What major problem have you encountered, and how did you deal with it?
51. What have you learned from your mistakes?

Questions You Should Ask:

Note: When researching the company, you may come across something you want more information about. Think of a question or two that demonstrates the research you did and will help you learn more about the organization.

Examples of appropriate questions:

1) “Could you describe a typical work day at the office?”
2) “Does your organization have a defined career ladder or clear paths for progression for the next five to ten years?”
3) “Is this position for which I am applying new or does it already exist?”
4) “What do you like best about your organization culture?”
5) “What do you enjoy most about your work or organization?”

Examples of inappropriate questions:

1) “How many days off a year can I expect?” (Save for negotiation)
2) “What will my salary be?” (Save for negotiation)
3) “Can you tell me more about your organization?” (Demonstrates you did not perform research)
4) “How long can I expect to work for you before I receive a promotion?” (Does not show commitment to the current position)
5) “I have heard there is low employee morale in your company. Is this a good place to work?” (Mis-use of research, does not demonstrate likability or competency)
6) “I have observed there is a lot of employee turnover. Why?” (Too strong for an interview)

Quick Tips:

_____ Know where you are going the day of your interview

- “Scope out” the location of your interview the day before by driving by, parking, and walking to the location of the interview. Follow the routine you will take the day of your interview so you are not sidetracked by details you can prepare for in advance. Your mental energy the day of the interview should be dedicated to the interview, not logistical details.

- Arrive no more than 5-7 minutes in advance. Any earlier hastens the individual or committee interviewing you. Any later and you may be late!

- Bring a granola bar, deodorant, toothbrush, toothpaste, water, and tic-tac’s in your attaché case. You may excuse yourself to hydrate, eat and freshen up in the restroom if your blood sugar is low. This may sound unnecessary, but you will be happy you remembered this step!

- Always have 4-7 copies of your resume with you.

- Bring a pen and legal pad or leather bound portfolio.

- Do not take your back-pack to the interview. You may want to invest in a professional satchel or attaché case. “Ross Dress for Less” has great “cheap” (i.e. nice but inexpensive) bags.

- Request business cards from the people who are interviewing you.

- You must write a personal thank you note to each person who interviewed you or assisted you (including administrative assistant –they have more power in the process than you may think).
- Have a sense of the economy and global issues that may affect the organization where you are applying to work. Do not interview in a vacuum.

**In the final Analysis:**

_____ Ask yourself: Would you hire you? Why or why not?