10 Interview Tips

1. **Do your homework!** Familiarize yourself with the organization’s website to see what services or products they provide. Why do you want to work for them?

2. **Review the job description** and identify connections between your qualifications and the position. Focus on your strengths, not your weaknesses.

3. **Dress on the conservative side**, about one level higher than the job you’re applying for. Go easy with makeup, cologne, and jewelry. Iron your clothes, check for loose threads, and polish your shoes.

4. **Be polite and courteous to everyone.** Your interview starts the minute you enter the building.

5. **Make a trial run**, so you know how long it takes to get there, park, and find the room. Arrive approximately ten minutes early.

6. **Don’t be negative about past employers or work experiences.** Employers like a positive attitude. Enthusiasm separates the winners from the losers.

7. **Do not ask about salary or benefits in your first interview.** This can be negotiated after you’ve been offered the job.

8. **Be assertive, but not overbearing.** Try not to interrupt or talk too much. Take a moment to think before you respond to difficult questions.

9. **Think about your short- and long-term professional goals.** This shows confidence and ambition.

10. **Don’t leave the interview without knowing what will happen next.** Ask when they plan to make a decision, ask for the interviewer’s business card, and follow up with a thank you note.

*(Sample interview questions on back)*

Visit the Career Service office on the main campus for assistance with resumes, interviewing, career guidance, and occupational information.