Preparation for Interviews

- Arrive on time
- Know Yourself: strengths & weaknesses; skills, interests, and values; accomplishments; long term & short term goals
- Keep to the Point: Don’t bring up extraneous matters
- Be as specific as possible
- Introduce yourself to everyone in the interview process
- Watch your non-verbal communication. Have a firm handshake, steady eye contact, positive facial and vocal expressions
- Dress appropriately. If you don’t know if you need to dress up, ask when setting up the interview
- Think ahead - what questions might you be asked?

For the Interview

- Be able to describe your abilities as they relate to the position for which you are applying
- Review job description or position description
- Create your own list of skills that are important to the position
- Build a collection or portfolio of your better work
- Thoroughly research the organization; find out the history, mission, future plans
- Draw up list of four or five questions to ask
- Practice even though it may be just an interview with other students, make a good first impression!!
- It’s a two-way street! Get to know the organization as much as they are getting to know you
- Gain insight about the position and the organization
- Ask about notification and timeline. Know how you will be notified by phone, campus mail, or in person
- Send thank you notes

Tips for being the Interviewer or on a Search Committee

- Make sure that you have an accurate job description for the position for which you are interviewing
- Take time before the interview to think about some basic questions that you will ask to all candidates
- Review the application materials or resume of the applicant before the interview (and this doesn’t mean 5 minutes before!!)
- Highlight areas in the material that you would like to find out more about or you need clarification
- Have a plan about how the interview will start. Know who is going to start speaking and what the “flow” will be
- Make sure that you leave time at the end of the interview for the candidate to ask questions

Taken from the Leadership Resource Center at Grand Valley State University.

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