Interview Tips

Before going in for your interview, read through the following steps to make sure you leave a positive and lasting impression.

Step 1: Re-read the posted position and job requirements.

Step 2: Research the organization/company in which you are going to interview, including reading the President/Founder's letter in their annual report (usually found on their website).

Step 3: Research common interview questions and practice answering them out loud, or practice with a friend. Certain industries have different types of interviews. The most common is the performance-based interview but it's possible that you will be going for a behavioral or case interview, which would require different preparation.

Step 4: Search for information pertaining to the industry and the job you're interviewing for and read up on recent articles or studies in the field.

Step 5: Prepare four or five questions about the company/position to be able to ask the interviewer.

Step 6: Check your network to see if you know any current or past employees of the organization/company. If you do – reach out and let them know you're interviewing!

Step 7: Visit Glassdoor.com to see what past employees and interviewees say about the company and interview process. Check Salary.com for an estimate of what the average salary is for that position in your area.

Step 8: Choose appropriate interview attire. Most in-person business interviews require a solid-colored matching suit, but you can research your industry and "proper interview attire" for more specific information.

Step 9: Print materials you will need for the interview, including your résumé, cover letter, and references. You may not be asked for a hard copy of these documents, but you should always have them available. Bring three copies of each and a pen and paper for note taking as well.

Step 10: Be early but not too early! Aim to arrive about 15-20 minutes prior to the interview. Map out your route ahead of time.

Step 11: Make sure to send a thank you note within 2 days of the interview.