

## INTERVIEW PREPARATION

**REMEMBER!** HOW you apply for a job is as important as the qualifications you have to offer. In fact, you should view your **JOB SEARCH SKILLS** as part of your overall qualifications. Employers evaluate not only the skills you possess **FOR THE JOB**, but also the skills you exhibit in **LOOKING FOR THE JOB**, evidenced in the quality of your resume and cover letter, and your ability to conduct yourself professionally throughout the interview process.

*Following are guidelines to assist you in preparing for, and conducting, a successful job interview process:*

### BEFORE THE INTERVIEW

1. **Research company/organization through:**
  - Company/organization web site, online directories - see CS web site, business directories in university library, industry/trade journals, networking with current or former employees of company/organization and other personal contacts;
  - Calling company/organization for info if cannot locate web site or other source of information
  - See "[How Do I Research Companies?](#)" for more info!
2. **Research position/type of work on:**
  - Company/organization web site
  - [SIGI 3, OOH, O\\*Net resources on CS web site](#)
3. **Understand the concept of "behavioral interviewing"** – be able to "tell a story" of how you applied and/or developed specific skills to address and/or improve upon a challenging or problem situation.
4. **Read "Knock 'Em Dead: The Ultimate Job Seeker's Guide"** by Martin Yate, to help you prepare for interviews and the job search, or other job interview books such as "**The Complete Q & A Job Interview Book**" by Jeffrey G. Allen. A useful **web site** with interview questions tailored to various career fields is: <http://interview.monster.com>.
5. **Plan interview wardrobe** - see "[Dress for Success](#)" tips
6. **Make extra copies of resume, cover letter and references page** – to bring, along with a writing pad and pen in a portfolio or case, to the interview.
7. **Be prepared to discuss every item on your resume** – market your qualifications for the job!
8. **See a CS Career Counselor for a "mock interview"** – prepare for your "mock interview" by writing, and bringing with you, your answers to standard interview questions provided on [CS web site](#).

### THE INTERVIEW!

- Arrive early – approximately 15 minutes – check your appearance in restroom.
- Introduce yourself to the secretary/receptionist and inform her/him that you have an interview with Mr./Ms. (name of interviewer) at (time).
  - Follow the interviewer's lead. When the he/she greets you, pause a moment and allow them to initiate the handshake, so as not to appear you are dominating the interview. If they do not, you may initiate it. **Always offer a firm handshake!**
    - Make and maintain eye contact! Show enthusiasm!
  - Be a good listener, and be alert to nonverbal cues from interviewer indicating when you should stop talking.