

Interview Tips

- **The Opening of the Interview**

Remember to greet the interviewer with a firm and confident handshake, a warm smile and good eye contact. Practice this with a friend or your career services advisor before the interview to ensure that you are making the right first impression! Also, once you enter the meeting room, be proactive and provide the interviewer with a copy of your resume— don't wait to be asked for it.

- **Handling the Question “Tell me About Yourself” or “Walk me through your resume”**

This question is an opportunity to really sell yourself to an employer. In your response, you should discuss the relevancy of your background (education, experience etc) to the position you are applying for (in other words, discuss how your skills are related to the position).

The employer wants to know why they should hire you for this particular position and what sets you apart from the other candidates. So, don't read just them your resume, but take it as an opportunity to really sell yourself to the employer! Have your 30-second pitch ready, and make sure that it is specific to the position you are applying for.

- **Body Language**

Body language plays a key role in the impression that you will make on an employer. If your body language is too relaxed and/or you are fidgeting, it may send the wrong message and leave a negative impression on the employer. Instead, make sure your body language reflects the message you are trying to convey – that you are interested, engaged and excited about the opportunity to work for the company you are interviewing with! Sitting up straight, making good eye contact, and smiling indicate interest and enthusiasm, and will leave a positive impression with the interviewer.

- **The Closing of the Interview**

This is an important part of the interview because it allows you to address anything that may have been missed during the interview and gives you an opportunity to find out about the next steps!

During this part of the interview, be sure to restate your interest in the position and ask about the next step in the process (ie what the follow-up will be). Take the opportunity to summarize why you would be a great candidate for the job and convey your excitement about the opportunity.

Be sure to shake hands with the interviewer, thank them for their time, let them know you enjoyed meeting with them and that you look forward to hearing from them.

- **Other important things to keep in mind:**

- A. Always remember to back up what you say with specific examples from your past work experience, educational experience etc. Keep it specific, do not talk in general or hypothetical terms.
- B. Provide information to the interviewer that will help him or her understand what sets you apart from the competition and what value you add to their organization. Do not wait to be prompted for more information; instead give clear and detailed examples to support your answers.
- C. Always finish every answer on a positive note (for example, when discussing weaknesses tell the interviewing what you are doing to manage or improve the weakness; when discussing mistakes you've made, tell the interviewer what learning you have taken away from the situation that has helped you grow either professionally or personally).
- D. Don't use your classmates or previous co-workers names when telling stories or giving examples from previous work /school experiences.
- E. Do your research before going to the interview. Know the company's website thoroughly and show an interest in the company and their products.
- F. Show passion and enthusiasm for the job you have chosen. Employers want to hire people who are excited about what they are going to be doing!