

## BE PREPARED

Research the potential employer.

Practice answering interview questions—schedule a mock interview.

Practice your portfolio presentation.

Bring extra copies of your résumé.

Bring a sample portfolio to leave with the employer.

Don't be late! Know where you are going and arrive 15 minutes before your scheduled appointment.

Ask the interviewer questions regarding the position, company, latest projects, etc.

Dress appropriately. Personal grooming and hygiene are essential.

Do not wear strong perfumes and colognes.

# interviewing skills



## TYPICAL INTERVIEW QUESTIONS

- Tell me about yourself.
- What motivates you in your work?
- What inspires you to be creative?
- What interests you in the company?
- What unique qualities do you bring to this company?
- What are some of your strengths?
- What are some of your weaknesses?
- Why did you choose this field?
- How do you think a professor would describe you?
- What are your long-term goals?
- Why should I hire you?
- Describe a major problem you have faced and how you dealt with it.
- Give an example of when you had to lead a team to complete a project.
- Tell me about a time when you had a stressful project deadline and how you handled it.

### As the interview ends

Don't leave the interview without determining the next step. Summarize the interview, then ask, "What is the next step in hiring?" and "What is the deadline to fill this position?" Don't be afraid to bring closure to the interview with the right closing question. Thank the interviewer for his/her time and consideration.

## QUESTIONS TO ASK AN EMPLOYER

- The main part of your interview will be providing answers to the employer. Once this is done, ask questions of your own. It is not appropriate to ask about starting salary and benefits yet. Use this opportunity to make a strong impression and increase your chances of getting the job.
- What are the day-to-day responsibilities of the job?
- What training and development opportunities are available?
- What skills are most essential for success in this job?
- How does this job fit into the overall corporate structure?
- What opportunities exist for career advancement?
- How do you feel my experience and skills match up with your needs?
- How do you see your company five years from now?

## THANK-YOU LETTERS

Immediately following the interview, send a thank-you letter. This letter is essential, as it reminds the employer who you are and shows consideration for the time he/she spent with you. You can mention one or two things you discussed in the interview and include samples of your work if you feel it is appropriate. Keep the letter short and mail it within a few days of the interview.

Type the letter in standard business format and address it to the person with whom you interviewed.

Express appreciation for the opportunity to interview, tour the facility, meet other employees, etc.

Mention the day of the interview and the position for which you applied.

Express continued interest in the position and the company.

Re-emphasize your most important skills and qualifications and how you would contribute to the organization.

Close your letter with a comment about further contact with the employer.

E-mailed thank-you letters are also appropriate but a snail mail thank-you is often most impressive.