

INTERVIEWING BRIEFS

Preparing for an Interview

- Research the organization: ask professors, peers, people in a community, your career coordinator or call the receptionist for information; read trade journals or check out the firm on the Web.
- Decide what to wear prior to the day of the interview-shoes polished, shirt pressed, etc.
- Develop a list of questions to ask during the interview; asking questions indicates interest and an active curiosity.
- Details-know the exact location and directions to the interview site. Fine out how long it takes to drive there, which bus to take, which subway station to get off, where to park, put gas in the car, have change for parking meters.
- Review your resume and/or portfolio focus on your strengths.
- Brainstorm with self-What is this organization looking for?
- Positive visualization exercise-close your eyes and visualize yourself working in this firm, imagine the clients you will meet and the projects that will be given to you.
- The night before the interview go through details-memorize the names of people who will interview you.
- If time permits, take a walk or other form of exercise the morning of the interview.

During the Interview

- Arrive 15 minutes early for the interview.
- Remember the cliché, "You never get a second chance to make a first impression".
- Enter the interviewing room with a smile, self-confidence and a firm handshake.
- Let the interviewer offer the lead; listen; remember that the interviewer is not interested in yes or no answers. The interviewer is appraising your thinking ability, how you solve problems and your communication skills. They want to determine if you are a good fit for their organization and if you have the necessary qualifications for the position.
- Use your communication skills to your best advantage: listening, verbal, body language.
- Avoid using slang or trendy speech patterns. Do not chew gum?
- When responding to questions, refer to your experience, knowledge or portfolio when possible

Some Questions to Ask

- Describe the type of work and projects typically assigned to this position?
- Is there an orientation session or training offered?
- What are the work patterns? Is there teamwork and collaboration? How is the work assigned?
- How is this position supervised? Is there a particular person assigned as a mentor or supervisor? How is performance evaluated? When is performance evaluated?
- What are the biggest issues or problems facing this organization? What are the strengths or greatest assets of the organization?
- What projects are currently in progress now?
- Describe a typical career path in the organization?
- What are the long-range goals of the organization?
- What is the next step in the hiring process?
- When do you expect to make a hiring decision?

Regarding Salary and Benefits

- Be aware of your salary potential as an intern or full-time employee. Know appropriate salary ranges and begin negotiations at the higher end.
- Be sure to read the **Salary and Benefits** page (see menu at left).

After the Interview

- When you return to your car, before you put the keys in the ignition, take a few minutes to jot down the questions you were asked during the interview. This will help prepare you for your next interview.
- Follow-up or thank you letters are essential and should be written immediately.

Discussing an Offer

- Communicate strong interest in the firm and remain positive throughout the process.
- When an offer is given, try to stay cool, calm and collected; rather than accept on the spot, let the employer know you need some time to think about the offer and make a decision. Discuss the offer with someone you respect; this will help you look at details in an objective manner. Read the Salary and Benefits page (See menu at left).

Accepting an Offer

- Ask for a letter outlining the terms of the agreement.
- Reply with an acceptance letter outlining the terms of the agreement.
- For examples of acceptance letters and other job search communications, go to Communications page (See menu at left).