

Some Job Interviewing Tips

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Listed below are some general tips to make your Job Interviews successful:

- Do some mock (practice) interviews to build up your interview skills & to have a crisp delivery about your experience.
- Do some research on the position and the company or organization - bring this along on the interview. Maybe ask them some questions related to your research in order to illustrate your interest in their company.
- Prepare some questions ahead of the interview and plan to get them answered.
- Don't over-dress (or under-dress) for the Interview.
- Be on time and make sure you know how to find the meeting location.
- Turn your cell phone off during the Interview.
- If a meal interview, order something easy to eat & no alcoholic drinks.
- Bring along several copies of your Resume and References.
- Listen for items in the job description so that you can relate them to specific things in your background (be concise).
- Prepare a script ahead of time of the major points that you want to make about your Resume (or bring up during the interview).
- Focus on your accomplishments and what you think you have to offer.
- Stay focused and don't ramble on when answering questions. Watch the interviewer's body language and err on the side of being concise. Ask for clarification on a question, if needed, particularly if you're not sure whether to continue with a longer response.
- Relax and be yourself during the interview. Put the interviewer at ease and show some of your personality. Be professional, but don't be stiff.
- Bring along a few (2-3) Student Project Summaries (1-2 pages each) to show during the Interview. Refer to these projects in your resume.
- Listen carefully to any follow-on questions, a response to these will be very important to the Interviewer.
- Plan to take a few notes during the Interview and ask about anything you are uncertain about at the end of the interview.
- Ask for the job, or for the next step in the process.
- Don't accept any job offer until you have all your questions answered. Ask to have a day or two to think about it, and then really think about it before you accept.
- Don't ignore issues like benefits, vacation, and continuing education.
- Avoid conditional jobs or trial-period jobs.
- Never accept any job offer until you have interviewed the person that would be your actual boss, and preferably their boss as well.
- Try to have at least two job offers for comparison. But if the first one looks great, don't continue searching and risk losing it.