

INTERVIEWING



Congratulations! You got an interview! Now it is time to get prepared. Follow the recommendations below to make the most of this exciting opportunity.

BEFORE THE INTERVIEW:

- Research the company to gain additional information (mission, needs, etc.)
- Review the job description and highlight key skills you can demonstrate
- Review our Sample Interview Questions on the back and practice your answers repeatedly until you feel comfortable
- Decide which questions you plan to ask the employer (see examples on the back)
- Schedule a mock interview in Handshake: bellarmine.joinhandshake.com
- Visit Big Interview to prepare: bellarmine.biginterview.com
- Practice using the platform on which the virtual interview will be taking place or practice driving to the interview location if it will be in-person
- Ensure that your attire is appropriate and professional based on the culture of the company (see our Attire for Hire handout)
- Prepare a briefcase with a padfolio, multiple copies of your résumé, a pen, a bottle of water and business cards (if you have them) to take with you to the interview

DURING THE INTERVIEW:

- Arrive 10-15 minutes early
- Smile and greet everyone you come in contact with
- Maintain natural eye contact and a positive energy level
- Avoid nervous habits such as toe-tapping and avoid using filler words such as “um” and “like”
- Pause and take time to think about your answers
- Back up your points with examples from previous experiences
- Use language from your résumé that matches the job description and company culture
- Ask the questions you prepared for the employer
- End by thanking the employers for the opportunity

AFTER THE INTERVIEW:

- Write a thank you note via email within 24 hours that includes the following:
 - » Date and location of the interview
 - » Position for which you interviewed
 - » A helpful or interesting concept you took away from the interview
 - » Your phone number and email address
 - » Reiterate your interest and excitement in the position
 - » Thank the employer for their time and consideration
- Wait at least two weeks before you reach out to the employer to follow up if you haven't yet heard anything

REMEMBER: FIRST IMPRESSIONS MATTER.

According to Classes and Careers, “33% of recruiters say that they know within the **first 90 seconds** of the interview if they will hire the candidate.”

SAMPLE INTERVIEW QUESTIONS:

- Tell me about yourself.
- Why you are interested in this position (our organization)?
- What strengths can you bring to this position?
- Tell me about a challenge or conflict you faced. How did you handle it?
- How would your co-workers describe you?
- What do you see as your steepest learning curve in this job?
- Tell me about a time that you collaborated with another individual or department on a project.
- Tell me about a time when you had to use your presentation skills to influence someone's opinion.
- How does this position fit into your long-term career goals?
- How do you go about prioritizing your time when you have several tasks that need to be completed?

SAMPLE QUESTIONS FOR EMPLOYERS:

- What are your goals for this position in the first 60 days (six months, year)?
- How would you describe the culture of the company?
- Will you please describe the day-to-day responsibilities of this job?
- What are the pathways for advancement within the company?
- What do you like best about working here?
- What are the next steps in the hiring process for this position?



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