

## Prepare In Advance for an Interview

*"Failing to prepare is preparing to fail." Ben Franklin*

Practice, Prepare, Practice Some More!

- Do a mock interview in Career Services
- Prepare questions to ask the employer
- Prepare your interview materials

Have:

- Several copies of your up-to-date resume
- A list of references and permission to use them
- Any appropriate work samples or portfolios

Plan ahead:

- Confirm the date, time, and place of the interview
- Request the name of the person with whom you will be interviewing
- Travel the route a day before to account for time, parking and directions

## Self Assessment

- Assess your skills, and you will identify your strengths and areas of work where you will excel. Make use of self assessment programs offered through Career Services: eDiscover, Strong Interest Inventory, Co-op, free literature and online resources.
- After you have completed a self assessment, choose 3 to 5 of the strengths that match what the employer is seeking in the job posting. Remember that the employer is forming a picture of you based on your answers. Their goal is to find the appropriate match to the position.

## Research the Company

- Being knowledgeable about the company demonstrates your drive, motivation, maturity and thoroughness as a candidate.
- Helps you to avoid asking dumb questions.

What should you know about the company?

- ❖ *The company name, their products and services*
- ❖ *Most importantly, you should know the job description*

This information can be obtained from the company's web site, or by speaking with someone in their Human Resources Department

## **After the Interview: Provide the Necessary Follow-up Documents:**

- Within 24 hours of the interview, send a thank you letter to everyone with whom you have interviewed. (This is the reason for collecting their business cards).
- Send it via email. The postal service will take too long and put you behind the competition.
- This is your opportunity to re-emphasize your skills and strengths and how they fit the employer's needs. Most importantly, it may separate you from other qualified candidates and help you get the job.

### **Sample Thank You Letter**

Your Address  
Number and Street  
City, State Zip  
Date

The Interviewer's name, title  
The Company name  
Number and Street name  
City, State Zip

Dear Mr./Ms.(Interviewer's Last Name):

Thank you for taking time to discuss the (position of interest) position at (company name) with me. After meeting with you and observing the company's operations, I am further convinced that my background and skills coincide well with your needs.

I really appreciate the time that you took to acquaint me with the company. It is no wonder that (company name) retains its employees for so long. I feel that I could learn a great deal from you and would certainly enjoy working with you.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on your time, I am sure that you require people, who can be trusted, to carry out their responsibilities with minimal supervision.

I look forward to hearing from you concerning your hiring decision. If I can provide you with any further information, please feel free to contact me at (your) phone-number or at (your email). Again, thank you for your time and consideration.

Sincerely,

Your name