

# Job Interview Tips for Students

## **Before:**

- Research the organization and position – view their website minimally
- Consider common interview questions and prepare potential answers; think about your strengths and what you could bring to the position
- Make a list of any questions you have about the job
- Print copies of your resume, cover letter, transcript, etc.
- Plan your route for getting to the interview so that you'll be able to walk in 15 minutes early
- Prepare your attire – business professional is best
- Turn your cell phone off or on do not disturb

## **During:**

- Be yourself
- Greet your interviewer with a firm handshake
- Smile, make eye contact, and try to appear calm, confident, and assertive
- Be enthusiastic and positive, and show that you are interested in the organization
- Use proper grammar and diction, and select your words carefully (avoid “um” and “like”)
- Highlight your strengths and qualifications; put a positive spin on anything that could potentially sound negative
- Ask questions about the position and organization (avoid questions that you could have already researched)

## **After:**

- Thank your interviewer for taking the time to meet with you before leaving the interview
- Follow up with a thank you note – a note sent via mail is best, but email may also be acceptable
- Use the follow up as an additional opportunity to express your enthusiasm for the position and organization

## 20 COMMON INTERVIEW QUESTIONS

The more prepared you are going into an interview; the more likely you will be able to put your best foot forward. The key to good interviewing is to demonstrate your personal competence by answering questions with confidence. As you prepare for your next interview, please keep in mind these common interview questions. Obviously, an individual cannot plan for every single question that may be asked but reviewing potential questions and thinking of your own responses will certainly help to prepare for common questions. The more prepared that you are will help to ensure a successful interview. You leave a positive impression and increase the chance of getting a job offer.

***Here are some common questions and tips on how to respond:***

1. ***Tell me about yourself.*** Talk about your background. Focus on your education and skills for the position, but you can also include some personal information like where you were raised. Think in terms of the “30 second commercial” to grab the interviewer’s attention.
2. ***Why do you want to work here?*** Talk about information from the research you have conducted about the company and position. Talk about the reputation of the company or something that you liked about their website. You could even reiterate something that they shared earlier in the interview that excites you.
3. ***Tell me about some things you have done that show initiative.*** Think about a time when you offered to work on a project outside your normal responsibilities. Explain the idea, the support you received, how you initiated the project and the positive outcome.
4. ***What are some of your greatest accomplishments?*** Talk about situations where you were faced with a problem or difficult assignment, the steps you took to be successful, and the result. Use action words to describe your accomplishments.
5. ***What are your goals (short-term and long-term)?*** Consider telling them that a short-term goal is to secure this position and that a long-term goal would be to move up within the organization. Not everyone wants to move up in an organization; you could state a long-term goal is to establish yourself well in the position.
6. ***Do you prefer working alone or as part of a team?*** Talk about your willingness to work in a team environment as well as your skills to work alone to complete a project.
7. ***What qualities should a successful manager possess?*** Talk positively about some of the managers you have worked with in the past and what qualities they offered and why you enjoyed working for them. Use key terms like open-minded, patient, and available.
8. ***What would your references say about you?*** Hopefully, they will say positive things about you – you should have an idea of how your references are representing you. This is your opportunity to, once again, share positive traits about yourself. Remember to notify your references of your job search plans and seek their approval before listing their contact information.
9. ***Why should we hire you?*** You obviously do not know the other candidates, but this is your opportunity to leave a good impression. This is your chance to summarize some of the skills you shared during the interview process highlighting how well suited you are for the position. Remember to end with emphasizing your interest and enthusiasm for the position.

*At the end of the interview, remember to ask meaningful questions about the company for you to determine if this is the right employer and the right position for you. After all, interviewing is a two-way street. Finally, be certain to inquire about next steps of the hiring process and learn the timeline, if possible. Interviewing can be a successful experience. Good Luck!*

## **Questions to ask during/end of an Intern interview**

- What do you look for in an employee?
- Can you describe the ideal person for this job?
- What is the best part about working for ABC Company?
- What attracted you to this company?
- • What can I expect as a typical day's duties?
- Would you describe a typical workday and the things I would do?
- What are the major challenges the new hire will face as an intern?
- How would I get feedback on my performance?
- How long should it take for me to get my feet on the ground and become productive?
- What are the department's goals for the year?
- Who are the key people I'd be working with and what do they do?
- If hired, would I report directly to you, or to someone else?
- How soon do you plan to fill this internship?
- What is the timeline for the position to be filled?
- Are there any final questions that you have for me to further explain my skillset for this internship?

# Dressing Professionally

## Men:

### Do's:

- Suits in neutral colors
- Long-sleeved collared shirts in light colors
- Conservative tie
- Polished shoes
- Dress socks that match shoe color
- Conservative watch or other simple accessories
- Well-groomed hair
- Well-groomed facial hair or clean-shaven face
- Clean and groomed fingernails

### Don'ts:

- Wrinkled clothing
- Shorts, jeans, t-shirts, sneakers, or other casual clothing
- Strong cologne
- Visible tattoos or piercings

## Women:

### Do's:

- Suits in neutral colors (either pantsuits or skirt suits are acceptable, skirts should be around knee length)
- Professional tops in light colors
- Professional shoes (closed-toe, low heel or flat)
- Hosiery with skirts (neutral colored is best)
- Minimal accessories and make-up
- Well-groomed hair
- Clean and groomed fingernails with light-colored or no polish

### Don'ts:

- Short skirts
- Low-cut tops, midriff-baring tops, or tight clothing
- Too large or too many accessories
- Extremely high heels
- Wrinkled clothing
- Shorts, jeans, t-shirts, sneakers, or other casual clothing
- Strong perfume
- Visible tattoos or piercings (other than ears)