

INTERVIEW TIPS

Purpose of an interview:

An interview is a mutual exchange of information between the employer and the applicant.

Employers seek to determine:

- If your education and experience are a good match with the specific job responsibilities.
- If you will “fit” into the organizational environment.

The applicant seeks:

- An opportunity to emphasize your abilities and interest in the job.
- To learn more about the job and the organization in order to decide if you would be happy working there.

Types of Interviews

- **Informational Interview** - Conducted by the applicant to learn more about the company or a specific career
- **Screening Interview** - Designed to eliminate less suitable candidates and to narrow the applicant pool
- **Stress Interview** - Creates situation to see how you might handle job-related stress
- **Series Interview** - Consecutive interviews with different people within the same company or organization
- **Group Interview** - Involves the interviewing of several candidates simultaneously
- **Board Interview** - Interview conducted by two or more people at the same time
- **Behavioral Interview** - Ask questions which determine how you handle challenges

Interview Tips

- When greeting an interviewer use his or her full name preceded by Mr., Ms. or Dr. if appropriate. Be sure to get the correct pronunciation of the interviewer’s name prior to arriving.
- Bring extra copies of your resume, transcript, references, examples of previous work/projects, and a pen.
- Dress conservatively and avoid extremes.

Interview Tips (continued)

- Sit comfortably without slouching and look alert and enthusiastic.
- Be prepared with carefully thought out questions and about the job to ask.
- Be professional and focused, yet friendly and personable.
- Feel free to ask for clarification before answering questions.
- Take time to formulate your answers before you speak.
- Try to get the interviewer to describe the position early in the interview so you can relate your experiences and skills to the job.
- Avoid simple “yes” and “no” answers.
- Avoid long rambling responses.
- Do not speak negatively of past employers.
- Send a thank-you letter within 24 hours of the interview.
- Keep your discussion of any experiences on a positive note.
- Look for positive aspects or results to communicate, even when asked about weaknesses or negative experiences.

Interview for Success- Bring Your Experience to Life, Career Development Center, Arcadia University, Glenside, Pennsylvania. Retrieved from <http://www.careerhelp@arcadia.edu>

Quick Interviewing Tips, Career Services, California University of PA, California, Pennsylvania. Retrieved from <http://www.calu.edu>



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