

The Interview

Let's focus on your verbal self-promotion and visual first impression. A strong resume may land you an interview, but a fantastic interview will win you a job offer. Remember, the interview is a two-way conversation. Your objective is to get a job offer, and the employer's objective is to find out the following: What you have to offer (skills, abilities, basic knowledge); who you are (personality, character, interests); whether you should be hired. The interview often depends on your ability to market your potential. Thus, you must be prepared to answer questions about your goals, education, experience and skills. Also, prepare questions so that you can make an informed decision.

Interview Attire

Business attire is recommended. Even when doing a video interview, you may want to dress in a full outfit to be professional.



Business Formal

For consultants, finance and more conservative roles. When in doubt, this is a safe bet for any full-time job interview.

- Hair should be well groomed and styled.
- Minimal jewelry.
- Dark suit.
- Comfortable shoes and similar color to outfit.
- Tailored hemline appropriate for shoes.

Business Casual

For engineering, tech and arts. This look would also work for graduate school interviews.

- Hair should be well groomed and styled, no caps or hats.
- Make sure your attire is laundered, pressed and wrinkle free.
- Make sure clothes fit correctly; not too loose, not too tight.
- Go with your instincts. If you feel an outfit is not appropriate, don't wear it.

Types of Interviews

Be sure to inquire about what type of interview to expect so you can prepare appropriately.

Traditional, Solo Interview

You come into the office and sit down one-on-one with the interviewer and are asked a series of questions based on your experience and the position.

Phone Interview

This is much like the traditional interview except it is over the phone. The interviewer will not see you but can gauge your enthusiasm from your voice. You are expected to be professional and in a quiet setting.

Video Interview

This is much like the traditional interview except it is over a virtual platform, like Zoom, Skype etc. You are expected to dress professionally and be in a quiet setting.

Group Interview

You come into the office and will be interviewed with two to six other candidates at the same time.

Case Interview

In this situation, you're given a specific problem by the company to solve and analyze.

Tech Interview

This could be an in-person, virtual or phone interview. It could be a specialized process that tests your coding and problem-solving skills related to the position you are applying for.

Recorded Interviews

Companies will send you a link to recorded questions that you must answer. Replies are typically timed two to six minutes each and must be submitted by a specific deadline.

Interview Format

The interviewer(s) may engage you in small talk or ask questions about interests and hobbies to establish rapport. This is a good opportunity to demonstrate your communication skills. Next there is an exchange of information to determine if you are a good match. Establish eye contact with the interviewer.

- Answer the questions thoroughly by backing up your statements with specific examples of your skills, experiences and accomplishments. Avoid negatives/weaknesses and stay away from phrases such as "I really don't have much experience in that area." Show confidence in yourself and your ability to perform the job.
- Do not ask about salary, bonuses or vacation benefits during the initial interview. Let the interviewer introduce the subject of salary. If salary is discussed, be prepared to indicate a salary range that you would expect to receive.
- Be alert for signs that the interview is coming to an end. The interviewer often will ask you if you have any questions. Prepare questions ahead of time.
- Ask what the next step will be and when you can expect to hear about the results of the interview. Restate your interest in working for the organization and thank the interviewer.
- After the interview, think about what you did well and what you could do better the next time. Make notes about what you discussed, including next steps. Send a thank you email or LinkedIn message within 24 hours.

Consider making an appointment with a staff member to address questions you might have about an upcoming interview, or schedule a mock interview prior to the important date.

Practice and Prepare for Interview

Practice for Your Interview

Prepare a 30-second pitch that summarizes your professional background, skills and interests. For use when asked “**Tell me about yourself.**” Include the following information:

- Name, class level, major, opportunities you are seeking, relevant experience, highlights of skills, knowledge of the company and strengths (tied in with what you’ve learned they are seeking in the position you are applying for).

Keep your response as short as possible.

Have your resume available. You can refer to it when asked about certain experiences you may have forgotten because of nerves.

Preparing for Your Interview

Make sure you use the restroom and have water by your side. Often, you will be given water before the start of your interview. If you must leave, send the host a message privately and excuse yourself. Don’t just leave during your interview/meeting!

Possible Interview Questions

- Tell me about yourself. (Keep answers short and simple.)
- Why do you want to work for our company?
- Tell me about a team project on which you worked.
- Tell me about a time when you demonstrated leadership skills.
- Tell me about a time when you experienced a conflict at work or on a team project.
- Describe a situation in which you solved a difficult problem.
- Tell me about a time you made a mistake. What did you learn from it?

Virtual Interview

Have your resume on-hand as a PDF so that if it’s requested you can provide it. Save it to your desktop so it is accessible and ready to send. Have a pen and paper available to take notes, if necessary.

At the End of the Interview

Thank them for their time. Let them know that you would be happy to connect with them by email. Typically, they will share a card (or you can ask them for their contact information. Make sure you write it down).

Make a great and lasting impression.

