

COMMUNICATIONS

INTERVIEW TIPS AND TRICKS



Interviews are an important part of our lives. We may participate in an interview when we apply for a job or for college. Interviewing can strengthen and showcase your communication skills such as listening, nonverbal communication, clarity, confidence, and verbal communication. Here are some tips to help you prepare and practice for an interview.

Preparing your responses:

- Learn as much as possible about the opportunity for which you are applying. What are the objectives and the responsibilities?
- Use all the information provided to determine what you might be evaluated on.
- Reflect on your own experiences and try to identify specific examples of how these experiences qualify you for this opportunity.
- Think of some general questions that might be asked, such as, “Tell me about yourself.” Consider your answers and practice responding with a friend or mentor.
- Think of some specific questions that may be asked, based on the criteria. Consider your answers and practice responding with a friend or mentor.
- You may be asked if you have any questions for the interviewer(s). Have a few questions selected in advance to show you have prepared.

Planning your arrival:

- Plan to arrive early to anticipate possible delays.
- Allow plenty of time to find the building, a parking space, or get a drink of water.
- Plan what you will wear in advance. Avoid extremes in dress. Your appearance should be neat and professional. Depending on the formality of the setting, attire could include solid-color polo shirts, collared shirts, khaki or dress pants, skirts, ties, blazers or cardigans, and leather-style or dress shoes. Do not wear casual items such as jeans, t-shirts, sneakers, or sweatshirts.
- Get a good night’s rest so you will feel rested and refreshed for your interview.
- Bring a pen and paper with you in case you need to take notes.

During the interview:

- Introduce yourself to the interviewer(s) and offer your hand for handshakes.
- Remember the names of the people you are interviewing with. Refer to them by proper name when appropriate during the interview.
- Sit up straight but appear comfortable. Take a deep breath.
- Project enthusiasm. Smile and speak positively and confidently about your skills and abilities.
- Look your interviewer(s) in the eye. Smile or nod to provide pleasant nonverbal feedback.
- Do not chew gum or fiddle with items such as a pencil or keys.
- Respond to questions directly and clearly. Be thorough but concise.
- Avoid using slang. Speak using proper grammar and clear diction.
- Listen to the questions and answer what was asked. If you have a hard time thinking of an answer, ask for clarification.
- At the end of the interview, offer to shake hands, and thank your interviewer(s) for their time.
- Within 24 hours, send your interviewer(s) a thank you note.

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