



Prepare for Your Interview

The goal of the interview is for the company or hiring manager to get to know you better, and for you to ask any questions you may have to familiarize yourself with a potential employer. The goal of an interview is to make sure that your goals and ambitions match the company's culture and the position.

PRIOR TO YOUR INTERVIEW:

- Prepare a 60 second personal statement to introduce yourself and what you represent
- Prepare answers for the interview:
 - Tell me about yourself.
 - What are your goals?
 - What are your strengths and weaknesses?
 - Why do you want to work here?
 - What has been your most significant achievement?
 - How would your last boss and colleagues describe you?
 - Why should we hire you?
- Research the Company:
 - Who's their CEO?
 - When and why were they founded?
 - Where is their headquarters?
 - Do they have multiple locations? Where? (just get a general idea)
 - Do they have a mission statement? What is it?
- Five questions to ask the interviewer about the job, the company and the industry

DAY OF INTERVIEW:

- Dress for Success - Make sure that the outfit fits the culture of the company atmosphere and appears professional and suiting to your personal style.
- Arrive Early

DURING THE INTERVIEW:

- Relax and enjoy the conversation.
- Learn what you can about the company.
- Ask questions and listen; read between the lines
- At the conclusion, thank the interviewer, and determine the next steps.
- Ask for the interviewer's business card so you can send a follow-up letter.

Preparing for the interview ahead of time will take away most of the distractions, and make you feel more at ease. Coming to the interview on-time, prepared and secure shows respect, and this respect tells the hiring manager that you will perform the job to your best abilities.