How to Prepare for any Interview

1. Review all documents in your application packet
   - Be able to explain everything!
   - Take a hard copy – make notes on the margins
2. Find out who will be interviewing you
   - Try to find CVs or profiles & pictures of them (try LinkedIn)
   - Makes notes on publications, service, interests (find things in common)
3. Research the company/department
   - mission statement & priorities (strategic plan)
   - reputation, financial stability, leadership changes; culture
4. Practice, Practice, Practice
   - Develop “elevator speech” summary on your background & research
   - Anticipate general questions (strengths/weaknesses; Why are you different? Why do you want to work here?) & specific questions (What experience have you had with...? What do you know about...?)
   - Prepare 2-3 questions to respond to, “Do you have any questions for us?”
   - Prepare examples for behavioral questions (demonstrate your analytic ability, people skills, leadership, etc)
   - Rehearse brief explanations of portfolio artifacts or samples of work (select disciplines)
   - Review dining etiquette (for whatever country is appropriate)

General interviewing tactics

- Ask permission to take notes – do it!
- Write down names and titles – use them to make connections!
- Listen carefully - let them talk
- Make sure you understand the question
  - “I am sorry, could you please repeat your question?”
  - “Could you please explain that a bit more?”
  - “I think you are asking...(paraphrase). Is that correct?”
- Remain confident & be yourself
- Pause if you need to THINK
- If you don’t know an answer, be honest
  - “That’s an interesting question. I need to think about it some more.”
  - “I do not have that specific experience, but something similar.”
  - “I’m sorry. I don’t know the answer.”

Going out the door

- Suit/professional attire – pressed & shined. (Tip: Check front & back sides in full length mirror.)
  - Most disciplines require conservative attire. Limit makeup, jewelry & colognes.
  - See “professional dress” pictures on the Trulaske College of Business Career Services page.
- Note pad holder
  - Typed list of your questions, list of references, copies of resume, business cards
  - List of interviewer(s) names, title(s)
  - Your calendar (next interview, start date)
- Portfolio or work examples (select disciplines)
- Turn off cell phone. Keep it off.
Tips for a face-to-face interview with 2 or more (panel)

- If possible, greet everyone before starting (stand, shake hands, smile)
- Watch nonverbal cues & body language; listen carefully
- Determine “agenda” & underlying concerns
- If one person seems unhappy with your response, try to re-connect with another question/response
- Eye contact with all – don’t ignore people on either side of the table.

Tips for a SKYPE or phone interview with 2 or more (panel)

IMPORTANT: Clarify who dials back in case of disconnection
- Your notes & reference materials are invisible – take advantage of it!
- Envision setting - create diagram or a list of names around a table
- Their questions can be structured or disorganize
- Listen carefully – note who says what
- Don’t interrupt question – make sure finished
- Refer to them by name – make connection
  - “Related to what Mr. Smith said…”
  - “This is Ms. Jones, correct? Yes, I have experience…”

Embarrassing, Inappropriate or illegal Questions

You should decide if (or how) you will address an embarrassing, inappropriate or illegal question. Think about this in advance of your interview. Some people choose to answer all questions directly. One option is to say something like, “I would rather not discuss that topic.” Or, “I am sorry, I do not believe you should ask that question, and under law, I do not have to answer it.” Don’t worry! This situation is not that common. Interviewers who ask the wrong type of questions usually mean no harm, but know your rights, too.

Traveling?

Air: try to go day before interview
Mass Transit: know bus & rail lines, transfer stations & exits
Drive: Even if your phone has GPS, take a print a map & specific directions; confirm parking areas
Cab: study a city map – know exact address – confidently state location

Always:
- Verify the address, building & room location.
- If possible, practice your route & find parking & the building the night before.
- Take destination phone numbers.
- Leave early. Allow extra travel time.
- Wait in a coffee shop if you arrive too early. (Be no more than 5 minutes early!)