

Interview Tips

- Obtain a clean, pressed, and well-fitting interview suit. While suits are typically the best bet, there are other acceptable options. Check with the Career Development Office for alternatives. The general rule is to dress conservatively and professionally.
- Assume that you are being evaluated from the first phone call or email. This means that every contact you have with every person at the organization should be friendly and professional. Treat everyone with courtesy and respect, regardless of their role.
- Research the employer. Look beyond the home page of their website. They will expect you to know something about their organization, as well as why you want to work for them.
- Know with whom you will be interviewing and approximately how long you should expect to be there. Ask these things when they call to set up the interview.
- Do not schedule anything immediately after the interview. Sometimes interviews run later than expected and you never want to have to leave an interview early.
- Practice saying your answers to common interview questions out loud. The more you “tell your story” out loud, the more likely it will come out smoothly during the interview when you may be nervous. Note that this is not the same as memorizing your answers.
- Prepare a list of questions for the interviewer. Do not ask questions that are easy to answer if you were to simply look on their website. Ask about less obvious things such as the organization’s values and culture, client satisfaction ratings, your first month’s goals, plans for expansion, or even who your co-workers will be.
- Do a test drive and know where to park. Parking a block away at the top of a parking deck and riding an elevator to the 30th floor will take extra time. Don’t forget to factor in potential construction and rush hour traffic.
- Be at least 5 minutes early (earlier if they tell you there is paperwork to complete). Never be late!
- Turn off your phone before entering the building. There should be no distractions.
- Bring a note pad and pen to take notes and a calendar in case they want to schedule a second interview.
- Bring a list of your references with you in case they ask for them.
- Bring extra copies of your resume. Sometimes the interviewer has not seen your resume beforehand.
- Get the interviewer’s business card before you leave. You will want to follow up immediately with a thank-you card, and it is imperative that you spell their name correctly.

SPECIAL INTERVIEW TIP RELATED TO THE CURRENT HEALTHCARE CRISIS

The COVID-19 epidemic means that students across the world have had to change everything about their education at a moment’s notice. While your experience is one that is shared by all students, it is still a big deal. Handling this kind of “big deal” with a positive, can-do attitude is what employers are looking for in the people they hire. Think about how you adapted to this situation and be prepared to talk about it in an interview. There is no one, right way to discuss your experience. Just be sure to keep it positive, and discuss what you learned, how you grew, how you problem-solved, or even how you helped others through the situation.

Appointments for interview preparation, post-interview review, and mock interviews are available by contacting the Career Development Office at fugettsb@mountunion.edu or by calling 330-823-8685.