

INTERVIEWING STRATEGIES

BEFORE THE INTERVIEW

Research

COMPANY: This will help you prepare to talk with employers. Know the company products, services, mission, ownership (public/private), industry, reputation, competitors, size, news items, current trends and issues, management, and organizational structure.

JOB: Study the job description and match the skills and experiences required for the position to your own skills and experiences. Prepare questions about the company and job to ask during the interview.

RÉSUMÉ: Review your own résumé

DURING THE INTERVIEW

Be Friendly and Positive

Where possible, greet the interviewer by name and give a firm handshake while looking them in the eye. Treat all employees you come in contact with courtesy and professionalism. Handshakes should be firm, but not too hard or aggressive. Smile, be polite, and avoid being critical or negative.

Be Aware of Your Body Language