

**Career Hub Services****Lawrence A. Bertolini Student Center, Third Floor****Hours:** Monday -Thursday 8:00 a.m.-5:00 p.m.

Friday: 8:00 a.m.-12:00 p.m. (Closed Fridays June & July)

(707) 527-4329

INTERVIEWING

BEFORE:

- Assess your skills and qualifications.
- Research the place of employment through the Internet or library to learn relevant facts (number of patients, type of patients, etc.).
- Use the resources available in the Career Center.
- Meet with the Career Developer in the Student Employment office and practice a mock interview.
- Analyze the job announcement.
- Anticipate and practice questions.
- Be sure you know how to get there.
- Give yourself plenty of time to get there.
- Ask about parking availability before you go.
- Know the exact place and time of the meeting, the interviewer's full name, (including correct pronunciation) and his or her title.
- Look your professional best. Wear business attire in neutral colors and be limit your use of fragrance, cosmetics and jewelry.
- Organize the night before - your interview clothing, and any related material that you want to bring should all be prepared.
- Get a good night's rest.
- Re- read your resume before the interview.
- Prepare for the standard and behavioral interview questions. Look in some books on interviewing at the list of questions which are frequently asked.
- Arrive early poised and confident. Bring several copies of your resume and a list of references.
- Become comfortable talking about yourself. Confidence and enthusiasm are key selling points in an interview.

DURING:

- Greet your interviewer with a firm handshake and a smile
- Greet the interviewer by last name if you are sure of the pronunciation; if not ask employer to repeat it
- Show enthusiasm and interest
- Wait until you are offered a chair before sitting. Sit upright; look alert.
- Listen carefully and respond succinctly and articulately
- Take your time. If you need a minute or two to collect your thoughts and work through your answer, say so
- Ask for a question to be repeated or ask for clarification if you do not understand the question
- Make eye contact while speaking and listening
- Be aware of non-verbal communication
- Use names of interviewers (if appropriate)
- Use good grammar and diction
- Use action words.
- Pace yourself (be aware of the time limitations of the interview)
- Avoid tentative, indecisive terms
- Avoid negativity – turn a negative into a positive
- Be honest. Don't lie about your background or experience
- Ask about the job duties so you can focus your responses on your background, skills and accomplishment that relate to the position
- Don't over-answer questions – don't ramble on and on
- Do answer the question that was asked, not one you think should be asked

- Wait to discuss salary, vacations, benefits, bonuses or retirement until job offer is made
- Don't answer with a simple "yes" or "no," provide details and examples to illustrate your points and make answers more vivid and memorable
- Don't look for ulterior motives. Some questions are asked to help you relax
- Have questions prepared to ask

AFTER:

- Express your gratitude for the interview with a hand-written thank you card
- Follow up if you haven't heard back in a week, unless they say they will contact you

Adapted from:

Career Opportunities News & Robert Half International