

INTERVIEWING BASICS

ACADEMIC AND CAREER ADVISING CENTER

Did you recently apply for an internship or job and now you have an interview coming up? This is great news! Now you want to prepare for the interview. No need to stress, help is available! Read on to learn more about best ways to get prepared for any interview. You got this!

INTERVIEW TYPES

PHONE, VIRTUAL, AND IN-PERSON

- Steps in the interview process vary by employer, a common process may start with a phone interview and then proceed to a virtual or in-person interview.
- A phone interview is typically a “screening interview”, a way for the employer to determine which applicants to invite to a virtual or in-person interview, it will be short in duration, 15-20 minutes is common.
- When doing a phone or virtual interview find a quiet place with a strong signal (cellphone or internet connection), and no distractions.
- For all virtual interviews plan to have your camera on, be mindful of your background, and wear appropriate interview attire.
- Make sure your devices are fully charged or plugged in at the time of phone or virtual interview.
- Have your materials on hand and ready, this includes resume, cover letter, job description, notepad, and questions for hiring committee.
- Verify time zones and the interviewing platform (i.e. Zoom, Microsoft TEAMS, etc).
- If you must travel out of state for an in-person interview, it is very important to clarify the expenses that will be covered, for example will they cover airfare, hotel stay, parking, meals, etc. This information will help you decide if you wish to pursue the opportunity, should you be responsible for all expenses.
- Note that for some employers or remote jobs a virtual interview is the final interview (meaning no in-person interview).

- Be prepared – take time to practice answering different kinds of behavioral and situation type questions. (hint: see the resources above).
- When in-person dress for success – professional attire, comfortable shoes. For on campus students check out The Closet for free business attire.
- Manage your time carefully – be early.
- Prepare thoughtful questions for the interviewer(s).

WHAT TO DO AFTER THE INTERVIEW

Follow-up: Always send a prompt thank you note or thank you email to each interviewer.

Evaluate: What is your impression of the people, the organization, and the position? Can you envision yourself working there?

Review: How did the interview go? Did you prepare adequately? What can you improve in the future?

