



HOW TO PREPARE FOR A SUCCESSFUL INTERVIEW?

1. Make a Positive First Impression



- Arrive 15 minutes early
- Have at least one extra copy of your resume

1. Make a Positive First Impression

- Handshakes, eye contact
- SMILE!!
- Be kind to everyone you meet



2. Dress Appropriately

- Professional Attire:
 - Men: Suit in dark color, light shirt and tie
 - Women: Conservative Business suit, mid heels
- Details – hems, cuffs, shoes shined, buttons, no wrinkles
- Low-key jewelry, if any at all

OTHER OPTIONS TO WEAR

- * Important even if virtual
- * Button down shirts, slacks or khakis
- * Polo shirts
- * Button downs with a sweater

WHAT NOT TO WEAR!!!

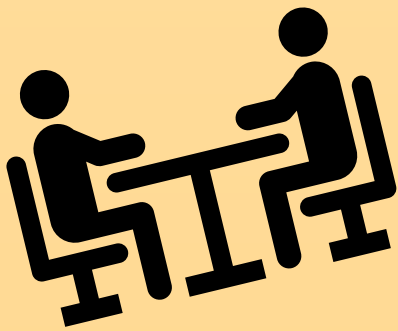
- * Open toe shoes
- * Shorts or low-cut shirts
- * Hats and athletic wear
- * Hoodies and Jackets
- * Too much makeup or cologne

Choose clothes you're COMFORTABLE and CONFIDENT in!!



THINGS YOU SHOULD NOT WEAR TO A JOB INTERVIEW





3. Research the Employer

- Company history
- CEO, Directors, Board Members
- Current events
- Location, directions
- Organizational Culture
- Mission, Vision, Values
- Where to find?
 - Internet
 - Newspapers
 - Professional Journals
 - Networking Organizations
 - Professional Groups
 - Word of Mouth
 - Current/Past employees

4. Know Yourself



- Strengths
- “Areas for Development”
- Skills
- Energy Level
- Motivations
- “Pet Peeves”



6. Have Questions Prepared

- Demonstrates interest
- Shows you did your “homework”
- Creates an “exchange”
- Gives you important information
- Makes you feel confident



INTERVIEW QUESTION GUIDE

Interviewing Questions

QUESTIONS ASKED BY EMPLOYERS

- How would you describe yourself?
- How do you think a friend who knows you well would describe you?
- How has your high school experience prepared you for a job?
- Why should I hire you?
- What qualifications do you have that make you think that you will be successful at this job?
- In what ways do you think you can make a contribution to this business?
- What two or three accomplishments have give you the most satisfaction, and why?
- Why did you choose this job?
- Do you think your grades are a good indication of your academic achievement, and why?
- What have you learned from participation in extracurricular activities?

INTERVIEW QUESTION GUIDE

- In what kind of work environment are you most comfortable?
- How do you work under pressure?
- What do you know about this company?
- Are you willing to spend at least six months as a trainee?
- What major challenge have you encountered and how did you deal with it?

Add questions here:

INTERVIEW QUESTION GUIDE

Questions to Ask Interviewers

- What would a normal day be like?
- Is it possible to move through the training program faster?
- How much contact is there with management?
- Is this position more analytical or people- oriented?
- How soon can I expect to be advanced to the next level?
- Will I be expected to meet certain deadlines? How frequent are they?
- How often are performance reviews given?
- Does the company provide any educational benefits?

Add questions here:



From The Interview Guide, A Publication of the Rice University Career Services Center

CHASE EXCELLENCE,
SUCCESS WILL COME
RIGHT BEHIND IT.



**BELIEVE YOU
CAN AND YOU'RE
HALFWAY THERE.**

THEODORE ROOSEVELT

SUCCESS.com



**YOU
ONLY
FAIL
WHEN
YOU
STOP
TRYING.**



Which one speaks to you the most?

*“If people are doubting
how far you can go,
go so far that you can’t
hear them anymore.”*

MICHELE RUIZ

