



INTERVIEWING SKILLS

Last week's email contained information about writing a resume.

Congratulations! Your resume was so good that you now have an interview! Now you wonder what you should do to prepare for it.

First of all, be aware that the Career Center offers on-campus interviews. Employers recruit students and come to campus for interviews, so use this link to check the schedule for upcoming interviews.

http://cms.bsu.edu/About/AdministrativeOffices/CareerCenter/AboutUs/Services/OnCampusRecruiting.aspx

At this link, you will find information guiding you to research the organization, the interviewer and the salary range for the employer. The rationale behind doing this "homework" is to help you:

- "Understand the organization.
- Display your knowledge of the organization.
- Show you're interested enough in the position to have done some research.
- Ask insightful questions during the interview.
- Greatly enhance your performance in the job interview."

The following web link also has advice about how to prepare for interview questions:

http://cms.bsu.edu/About/AdministrativeOffices/CareerCenter/MyCareerPlan/CareerMAP/Develop/Interviewing.aspx

The concept behind many interviewers' questions is that past behavior predicts future behavior so they would like examples of how you have conducted yourself in the past. Think of situations which illustrate problems you have faced, actions you have taken, and the results. The website offers specific examples to help you get started on planning answers that apply to your experiences.

The following items are some additional things to consider during an interview and are taken directly from the Career Center's website.

- "Be prepared to answer many of the same questions over and over since you will be meeting many different people.
- Expect little, if any, free time, since even your meals may be reserved for interviews.
- At meals, avoid ordering messy or expensive foods. Don't order alcohol.
- Don't smoke.
- If the interviewer doesn't tell you what to expect next, ask what the next steps in the process are (when they might tell you their decision, whether they need your transcript and references, etc.).
- Within one week of the on-site interview send <u>thank-you letters</u> to each of the people you met during the day."

Try these resources for more help preparing for your interview.

- Great Links to Explore: Interviewing and Salary Negotiation
- <u>The Job Search</u> handbook
- <u>Interviewing for Success</u> tip sheet
- Print and electronic resources in the <u>Career and Experiential Learning Lab</u> in Lucina Hall 235.

BE PROACTIVE ABOUT GETTING HELP RATHER THAN REACTIVE AFTER IT IS TOO LATE!!!