Interviewing Basics

Preparation is the key to a successful job interview

Before the Interview

1. Research the company – size, projected growth, product/service lines, competition, current news, projected new markets, potential challenges, needs, etc.
2. Research the interview – what is the type? With whom are you interviewing?
3. Research yourself. Define five elements that make you competitive for this job. This is what the employer wants to know about you:
   • Can you do the job? (skills, knowledge, experience, learning potential, etc.)
   • Will you do the job? (your interest in the position, work ethic, energy level, outside influences that may affect your willingness or availability – relocation, travel, etc.)
   • Do you fit in? (Dress/appearance, personality style, chemistry, articulate/fluent expression (communication skills), values and general interests, thoughtful answers, composure/confidence, leadership, work style, positive attitude)

3. Practice, practice, practice
   Potential Questions
   Handshake
   Appearance You never get a second chance to create a first impression!
   Body language

The University Career Center offers Mock Interviews & Virtual tool: Perfect Interview – www.ucc.ku.edu

4. Create your interview questions
5. Find the interview location and strategize your route there and parking.

During the interview

1. Show up 15 minutes early.
2. Smile when you meet people and repeat their name
3. Greet people formally until they give you permission to otherwise (professor, Dr., Mr./Ms.)
4. Don’t sit down until invited.
5. Make small talk at the beginning
6. Answer their question! Keep answers brief, relevant and use examples.
   STAR: Situation/Task, your Action, and the Result
7. Genuine is important. Avoid slang, teenager talk, “um”, “he goes”, “like, you know”
8. Thank them for the opportunity. Smile when you shake their hands. Discuss next steps in their process.

After the interview

1. Send out thank-you note within a week (hand-written or typed).
2. Review interview process and your performance
3. Evaluate if the job is right for you.