Interviewing Do’s and Don’ts

Anyone can make themselves look great on paper. The interview is the time to show and tell. What you say, how you treat each person you come in contact with, how you look, and what you DON’T say during the interview is all taken into account and can weigh for or against the final decision.

DON’T

- Show up late
- Show up unprepared
- Get too personal
- Don’t lie!
- Don’t bring anyone. Period
- Chew gum
- Answer your phone or text during the interview

DO

- Show up about 15 minutes early
- Write a ‘Thank you’ card to your interviewer
- Practice, practice, practice!
- Avoid any negativity
- Notify references you are listing
- Be polite to everyone you encounter
- Make eye contact
- Research the company prior to the interview
- Be yourself!

Questions? Contact Sarah Clark at 307-382-1646 or 307-382-1660 or by email sclark@wwcc.wy.edu
The Basics

An interview is basically a conversation with a purpose: to determine whether or not an applicant's skill set and qualifications are a fit for the position available. Your résumé and cover letter are the preliminary tools that get you to the face-to-face interview.

The interview is also a great way for you, as the candidate, to assess the culture of the organization, to learn more about the demands of the job itself, and determine whether the position will be a good match for you, too.

An employer may conduct multiple rounds of interviews including a phone interview, Skype or video interview, and one or more face-to-face meetings.

In order to best present yourself, follow some of these basic guidelines:

- Get a good night’s sleep before the interview
- Review what you stated in your résumé and cover letter in case the interviewer asks for clarification
- Determine how long it will take you to get to the interview site and know where to park. This will eliminate any arrival issues the day of the interview
- Print off additional copies of your résumé to bring with you, especially if there have been changes

First Impressions

You get approximately five seconds to make your first impression on someone. There is no rewind button if it did not go as well as planned. It is important to sell yourself and your qualifications as confidently in person as you did on paper. It is very easy to put more focus on preparation for the interview questions than the way you present yourself.

Make sure you are putting your best foot forward by:

- Ensuring you are dressed appropriately and professionally
- Smiling and entering the interview with enthusiasm and energy (this can help mask nerves)
- Conveying confident body language. Don’t cross your arms or fidget as this may send a negative message
- Covering up all visible tattoos and piercings
- Shaking hands with your interviewer(s)
- Maintaining eye contact throughout the interview
- Be prepared. Show up on time, understand the organization’s mission, have questions for your interviewer

Questions

Did you know that two of the top questions interviewers ask are: What’s your greatest strength? What’s your greatest weakness? Do you have firm answers for either of those? If not, now is the time to figure them out, not during the interview.

Employers may ask you a wide variety of questions to determine how you would handle different situations you may encounter within the position. General interview questions include:

- Personal: Tell me about yourself
- Educational: Why did you choose your major?
- Experiential: What job-related skills have you developed?
- Career goals: What kind of boss do you prefer?
- Behavioral: Tell me about a time you went above and beyond the call of duty for a customer.

It is extremely important to spend time practicing interview questions and answering them out loud. What sounds good in your head may not come out as well as you think it will. Whether you practice with a friend or in front of the mirror, pay attention to your responses and the body language you may be conveying to your interviewer.