



Receive an offer!

Act, look, feel successful, conduct yourself accordingly, and you will be amazed at the positive results!

Make the Right Impression

Practice, Practice, Practice!!!

What should I wear?

- Look professional - Dress for Success
- Dress conservatively and comfortably
- When a suit
 - No shirt, tie
 - Be clean, well pressed and matching
- Maintain "clean-cut" facial hair
- Keep makeup, jewelry, and accessories to a minimum



What should I bring with me?

- A SMILE and positive attitude
- Knowledge about the company and position
- A leather bound folder, notebook, portfolio with:
 - Paper and pen/pencil
 - Extra copies of your resume
 - List of references
 - Unofficial transcript
 - List of questions to ask them



Remember to...

- Know where you are going
- Practice run the day before, if possible
- GPS (I google maps before to confirm)
- Extra time for traffic delays or bad weather
- Call or check number of interview in case you are delayed or lost
- Plan to arrive 10-15 minutes early!
- Turn off your cell phone or turn it in your car
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- Be yourself!



Research the Company

- Visit the company's website
- Use of LinkedIn
- Use of Glassdoor, Indeed, or other job boards
- Company



- Things you need to know:
- The company's products
 - Types of customers and competitors
 - Primary locations & number of employees
 - Sales and profit trends
 - Any additional factors
 - If there is a "buzz" or "hype" out, read a few of the most recent articles!

Basic Do's & Don'ts

- Elements you should incorporate into your interview preparation:
- ✓ Maintain good eye contact and posture
 - ✓ Smile, be friendly and courteous to everyone
 - ✓ Have a positive attitude about yourself, your employer, profession, co-workers, and the business and organization.

- Some things to avoid in an interview:
- ✗ Being too short or too lengthy with your answers
 - ✗ Recreating hostility or hostility when asked difficult or stressful questions
 - ✗ Making derogatory or negative statements about ANYTHING
 - ✗ Distracting behaviors - Be aware of your body language!
 - ✗ Discussions regarding politics, religion, company problems, and (during the first interview) salary information, benefits, or relocation assistance

Practice, Practice, Practice!

- Have a representative ask you questions
- Write down your practice interview or use a friend
- Practice saying positive statements about yourself



Focusing on the Question

Remember "STAR" when responding!

- S - Situation (place or event)
- T - Task (assignment, mission, or job)
- A - Action (what did you do or not do?)
- R - Result (what happened in the end?)

What Questions Will They Ask?

- 1. Tell me about yourself!
- 2. How do you handle conflict?
- 3. What drew you to this industry/field?
- 4. What are your career goals or aspirations?
- 5. Tell me about a situation when you had to make a difficult decision.
- 6. Give an example that showcases your leadership skills.
- 7. What accomplishment are you most proud of and why?
- 8. Why should we hire you for this position? or Why are you the best candidate?
- 9. Why do you wish to work for our company?
- 10. What do you know about our company?



Develop Your Own Questions to Ask

- What type of person are you looking for to fill this position?
- What will it take to be successful in this position and with the company?
- What are employees like here about the company?
- What is the company culture/environment?
- What are the long-term goals for the company department?

End of the Interview

- Determine whom you will hear from them / what are the next steps?
- Firm handshake and thank the interviewer for their time
- Send thank you card/letter within 48 hours
- Don't forget to ask for contact information of the coordinator of the interview or obtain their business card

Preparation for Your Interview

Presented by:
 Megan E. Gray, M.Ed.
 and Andrea Joldrichsen, MLS



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Research the Company

- Visit the company's website
- Use UT Library resources
 - <http://libguides.utpdx.edu/careers/job/company>



Things you need to know:

- The company's products
- Types of customers and competitors
- Principal locations & number of employees
- Sales and profit trends
- Any additional facts!
- If there is a "press" or "media" tab, read a few of the most recent articles!

Remember to...

Know where you are going:

- Practice run the day before, if possible
- GPS / google maps address of company
- Extra time for traffic delays or bad weather

Obtain phone number of interviewer in case you are delayed or lost

Plan to arrive 10-15 minutes early!

Turn off your cell phone or leave it in your car (hidden/out of sight)

Be yourself!



Basic Do's & Don'ts

Elements you should incorporate into your interview techniques:

- ✓ Maintain good eye contact and posture
- ✓ Smile; be friendly and courteous to everyone
- ✓ Have a positive attitude about yourself, past employers, professors, co-workers and the future
- ✓ Be attentive and show enthusiasm about the position and organization.

Some things to avoid in an interview:

- ✗ Being too short or too lengthy with your answers
- ✗ Becoming frustrated or uneasy when asked difficult or stressful questions
- ✗ Making derogatory or negative statements about ANYTHING
- ✗ Distracting behaviors - Be aware of your body language!
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Elements you should use in your interview techniques:

- ✓ Maintain good eye contact
- ✓ Smile; be friendly
- ✓ Have a positive attitude
- ✓ Be attentive and professional
- ✓ Be attentive and respectful to the interviewer and organization.

Some things to avoid in your interview:

- ✗ Being too short or too long
- ✗ Becoming too nervous



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- Video tape your practice interview or use a mirror
- Practice saying positive statements about yourself



Focusing on the Question

Situational Questions
Remember "STAR" when answering!

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- ? Give an example that showcases your leadership skills.
- ? What accomplishment are you most proud of and why?
- ? Why should we hire you for this position? or Why are you the best candidate?
- ? Why do you wish to work at our company? What do you know about our company?



Develop Your Own Questions to Ask

- What type of person are you looking for to fill this position?
- What will it take to be successful in this position and with the company?
- What do employees like best about the company?
- What is the company culture/environment?
- What are the long-term goals for the company/department?

End of the Interview

- Determine when you will hear from them / What are the next steps?
- Firm handshake and thank the interviewer for their time
- Send thank you card/email within 48 hours
 - Don't forget to ask for contact information at the conclusion of the interview or obtain their business card

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