



Getting ready to go on a job interview can be stressful and intimidating, especially if you haven't gone on many interviews before. Interviewing generally becomes easier the more times that you do it, as it's a skill that can be learned, just like any other. As you prepare for upcoming job interviews, use a checklist (like the one below) to keep track of things to do before, during & after each interview.

Things to do BEFORE the Interview:

Research: Employers are interested in candidates who ask intelligent questions and are able to engage in conversation based on what they know about the organization. Learn as much as you can beforehand: know their products and/or services, management, organizational culture, dress code and anything else you can think of. Good sources of information are the UArts Career Services Office, the library, Google searches or online industry directories. In addition, do some research into the typical salaries for your field so that you have a clear idea of your value to the employer.

Practice: Practice interviewing with a career counselor, friends and family members, or by yourself in front of a mirror. You can also practice online with a mock interview simulator at <http://myinterviewsimulator.com>.

Employers value communication skills and the interview is your opportunity to present your verbal abilities and stand out as a candidate. During the interview, remember to keep in check your college-speak: "stuff", "things", "a lot", "cool." To check out your own speech patterns, see *4 Steps to Speak Better in Interviews* at www.theladders.com/career-advice/4-steps-speak-better-interviews.

Prepare: Before leaving for the interview, gather your resume (2 copies), a list of 3 references (should the employer ask for it at the interview), a pen and paper and your list of questions for the interviewer (about the job and company). Be sure to bring samples of your work that highlight skills relevant to the available position - see *Portfolio Tips* at <http://blog.coroflot.com/5-tips-job-winning-portfolio>. Also, check out *Questions That You Can Ask at the Interview* at www.quintcareers.com/asking_interview_questions.html.

Dress: Even if you are interviewing for a job with a laid-back company, dress up for the interview in your best business-style outfit. Get some great advice on interview attire in *When Job-Hunting: Dress for Success* at http://www.quintcareers.com/dress_for_success.html.

Don't be a no-show! Inform the interviewer if you can't make it.

Things to do DURING the Interview:

Arrive: Get to the interview location about 10-15 minutes ahead of time. Leave yourself extra traveling time if you are unfamiliar with the route (by car or public transportation). It is wise not to be late. However, if you are caught up in traffic, call and let the interviewer know the reason for your delay.

Converse/Engage with the Interviewer: When meeting the interviewer, offer a handshake and friendly greeting. Many interviewers will begin with some "small talk" to help you relax. This part of the interview gives you a chance to make a good first impression. Get more hints on *Small Talk for the Job Interview* at <http://www.howtodothings.com/how-to-make-small-talk-during-a-job-interview>. Answer the interviewer's questions, giving as much detail as is relevant, along with examples of your accomplishments. Remember to ask your prepared questions throughout the interview (at appropriate opportunities) or at the end.

Don't ask questions about salary and benefits until the interviewer brings it up. Often, it's not discussed until the second interview, after you've been selected as one of the final candidates.

Remember to ask the interviewer and anyone else you meet with for their business card so you have their contact information for following up.

Things to do AFTER the Interview:

Follow-Up: Promptly send a thank you note after the interview. It can be an e-mail, a typed letter, or even a hand-written card—whatever you feel most comfortable with. Keep the note brief. Thank the interviewer for the opportunity and restate your interest in the position/company. This is also your chance to mention any important/relevant points you forgot to share during the interview.

Evaluate: When you get home, jot down your impressions. Record the name & title of the person(s) with whom you interviewed and any details about the job you want to remember. Write down what you were told about the next step in the process (e.g. whether or not there will be second interviews; a time that you could call to follow-up). Also, assess what went well and what you could improve about your own performance. Ultimately, the interviewer will be evaluating you based on three questions:

- 1) Can you do the job?
- 2) Will you do the job?
- 3) Do you fit in?

You can ask yourself these same questions as you evaluate if the company and position are a good 'fit' for you.

Be Patient: It often becomes a painful waiting game from the time that you interview until you hear from them with an offer or rejection. Fight the urge to call or email them too soon or too frequently. Give them some time to follow their internal hiring process before reaching out to them again.

For more advice and resources on job interviews, visit www.huffingtonpost.com/news/job-interview-tips.