

ARE YOU GOING ON AN INTERVIEW?

READ THIS BEFORE YOU DO!

Interview tips offered by the FAU Career Center

PREPARATION IS VITAL! Review these helpful tips on what to do *before* an interview.

BEFORE THE INTERVIEW

- **Research the Organization**

Find out basic information about the organization before you go for the interview. You should be prepared to ask intelligent questions and this will impress the interviewer with your knowledge of the organization. Research companies using recruiting literature, annual reports, and national publications. These sources can include directories, websites and industrial guides, including the Wall Street Journal, Business Week, and Fortune Magazine. Visit websites such as www.hoovers.com for company information and www.glassdoor.com to research the organization through the lens of past and current employees and interviewers. Additionally finding the organizations social media accounts will also keep you informed, such as, LinkedIn, Facebook, Twitter and Instagram accounts.

- **Research the Job**

Just as you are looking for the job, employers are looking for the ideal employee. Analyze the job description and match your experience, skills, interests, and abilities to the job. You may find that some of the qualifications are less essential than others. By emphasizing your strong points, you may minimize the effect of possible limited experience.

- **Prepare and Anticipate**

Anticipate questions that could be asked of you in an interview. Prepare answers beforehand to some of the more difficult questions. This does not mean memorizing responses or writing a script. It does mean planning the points you want to make. Also, prepare questions you would like to ask the employer. (Continue reading for sample questions).

- **Dress Appropriately**

Dress professionally for the interview. Remember that you do not get a second chance to make a first impression. Your appearance should be neat and clean. Conservative business attire is appropriate for most settings. Visit the FAU Career Center's Owl Professional Clothes Closet!



- **Be Punctual**

Be on time for the interview! Get a good night's sleep before your interview. Arrive 15 minutes early to allow yourself time to collect your thoughts. Take the opportunity to observe the working environment. Always be pleasant and keep a positive attitude. Introduce yourself with a warm smile and friendly hello. Use your waiting time to check your appearance, review the questions and answers you prepared, and read any company literature that may be on display. Take advantage of this time to get a feel for the work environment by observing the surroundings and interactions among staff.

- **Practice Good Communication Skills**

It is important that you use good communication skills during the interview.

Practice the following communication skills:

- Presenting yourself in a positive and confident manner
- Offering a firm handshake
- Speaking clearly and effectively
- Listening attentively and maintaining eye contact
- Avoiding the use of unnecessary verbal and nonverbal distractions

To sign up for a Mock Interview, please call the FAU Career Center at Boca Raton: (561) 297-3533 or Davie & Jupiter: 954-236-1214

