Purpose of the Interview

- Allows you to assess the position and nature of the organization to determine if there is a fit between your professional goals and the job
- Interviewer gathers information regarding your interests, skills, & abilities to determine if you will meet their needs

Interview Formats

- Phone or Screening Interview: Used to narrow the field
- One-on-One Interview: Most common type; usually conducted by hiring official
- Group/Panel Interview: Conducted by several people at once
- Meal Interview: Used to see how you interact in a social situation
- Second/Site Interview: Tour of the workplace, meet the staff, and asked additional questions by employer; usually ½ or full day

Preparing for the Interview

Research the company and position

- Company website
- Company literature
- Information sessions
- Glassdoor.com
- Indeed.com

Know yourself and be able to articulate (sell yourself):

- Skills
- Strengths
- Accomplishments
- Career goals
- Why you should be hired

Be prompt and prepared

- Arrive 10 to 15 minutes early
- Scout location/parking prior to interview date
- Bring extra copies of resume
- Bring Reference List (name, title, complete address, telephone, and email)
- Bring list of questions for interviewer