Interview Do's

• Be honest (Lies & deceit always come out)
• Market yourself through your questions, “As I was researching…”
• Have questions ready to ask the interviewer
• Expect to be treated with respect
• Evaluate the interviewer and the organization she or he represents
• Make sure you know the administrator's next step in the hiring process

Conclusion

Conclusion of Interview:
• Give a final handshake, & make eye contact
• Write a thank you letter
• Take notes afterwards so you don’t forget any important information

Commonly Asked Interview Questions:
• How would you describe yourself?
• What do you really want to do in life?
• In what ways do you think you can make a contribution to our company?
• Do you consider yourself a leader?
• How do you work under pressure?
• What have you learned from your mistakes?

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Be successful and confident in the interviewing process.

Job interviewing is all about presenting your positive qualities to potential employers. Interviews are your opportunity to shine and impress. You are the product that you are marketing! Job interviews are the most important part of any career; you need to be able to do well in order to be hired.

**Before the Interview:**
- Practice your firm handshake
- Research the position and company & know responses to commonly asked questions
- Dress professionally
- Arrive at least 10 minutes early
- Treat the receptionist respectfully
- Relax and be yourself

**During the Interview:**
- Embrace your inner “nervousness”. Know that you are human and will be nervous during interviews. Make adjustments on areas you can control.
- Body language speaks louder than words (make eye contact and avoid slouching, rocking, or fidgeting)
- Remember that small talk is a part of the interview
- Avoid controversial subjects such as politics or religion
- Address the interviewer by title (Mr., Ms.) and last name
- Ask for clarification if you don’t understand the question
- Exhibit a positive attitude
- Treat the interview seriously
- Give specifics and examples

**Answering Questions using the STAR Method**

**Situation:** Describe a specific situation in detail, not just generalizations (from any sort of previous job, volunteer experience, or relevant events)

**Task:** Tell the interviewer(s) what the task at hand was (a problem, project, opportunity, etc.). Preferably pick a task in which you acted to fix/change it.

**Action:** Describe the action that YOU took, don’t focus on others if it was a group project. What did you do? Say what you DID, not what you might do.

**Result:** What happened? How did the event end? What did you accomplish? What did you learn? Stay positive and provide the favorable outcome.