



ACE THE INTERVIEW

An interview is your opportunity to showcase your abilities and experience. It is the time to prove to the employer that you are capable, dependable, and the right person for the job. Sell yourself!

Before the Interview

- Find out if it is a regular or “working interview” and wear the appropriate clothing.
- Research the job you are applying for and the practice/organization/company.
- Practice answering general interview and behavioral-based questions. (See handout entitled “Behavioral-Based Interviews”. These are a common style of questions asked in interviews and they require a very specific style of response.)
- Prepare a list of your experiences that fit into different interview question topics.
- Bring a portfolio with pen and paper to take notes when appropriate during the interview.
- Take copies of your resume, references, and letters of recommendation (if you have them)
- Prepare questions to ask the interviewer.
- Arrive 10 minutes early.

During the Interview

- Make a good first impression – firm handshake, pleasant smile.
- Listen attentively, maintain eye contact, and avoid nervous mannerisms.
- Speak clearly and openly.
- Be positive, enthusiastic, and honest.
- Act polite and professional at all times.
- Take notes if and when appropriate.
- Ask 2-4 thoughtful questions at the end of the interview.

After the Interview

- Ask the interviewer for a business card.
- Thank them and show your enthusiasm for the position.
- Shake their hand.
- Send a thank you card or email within 24-48 hours.
- Follow up within a week unless a different timeframe was established.

Phone Interview Tips

- Do the interview somewhere free of distractions (at a desk, in a conference room, etc.).
- If you will be using a cell phone, do a test call to make sure you have good reception.
- Have a copy of your resume and paper for notes, as well as questions to ask at the end.
- Make sure you sound interested and enthusiastic – all they have to go by is your voice.
- Avoid filler words – they stand out more in phone interviews.
- Don’t get uncomfortable if there is a pause on the interviewer’s end of the phone – they may be writing down notes from your answers. Just wait for the next question.