

CAREER SERVICES CENTER INTERVIEW TIPS

GOAL

To make your brand, personality and qualifications stand out from the pack and get that desired job or internship.

PURPOSE

- Discuss the position, why you're a good candidate for it, and continue selling your brand.
- Show you fit in with the company's culture, that you will be able to work well with others, and that colleagues will enjoy working with you.

TYPES OF INTERVIEW QUESTIONS

• General

- Tell me about yourself.
- Why are you interested in working for our firm?

• Behavioral

- Tell me about a time you worked in a team.
- Tell me about a time you had a conflict. How did you deal with it?

• Field-Specific

- What is the difference between cost accounting and financial accounting?
- What qualities and skills do you think a successful marketing professional should have?

• Brainteasers

- If you look at a clock and the time is 3:15, what is the angle between the hour and the minute hands?
- How many ping pong balls can fit in this room?

BEFORE THE INTERVIEW

- Practice your answers multiple times!
- Memorize your résumé; any bullet is open to questioning.
- Think of insightful questions to ask your interviewer. These show:
 - You're genuinely interested in the company and industry.
 - You've taken the interview seriously enough to research the company.

DURING THE INTERVIEW

- Be yourself
 - Your answers should come naturally.
 - If you have to concentrate hard to think of an answer, you will look nervous or unprepared.
- Don't be nervous
 - If you've practiced your answers, you have little to worry about.
 - Control the pitch of your voice.
 - Take a deep breath before you answer in order to relax your larynx.
- Control your body language
 - Sit upright, but relaxed; you don't want to look awkward or uncomfortable.
 - Your tone should be relaxed, but not monotone.
- Bring 3-5 copies of your most updated résumé, especially if you've updated since you submitted your application.
- Never be negative
 - Turn your weaknesses into strengths
 - Don't blame team members for a failure in a group project.
- Ask insightful questions.
- Get your interviewer's business card and contact information to send a thank you note or e-mail.

AFTER THE INTERVIEW

- Send a thank you e-mail within 24 hours of your interview.
 - Restate your interest in the position and the firm.
 - Relate back to a topic you talked about with the interviewer.

COMMON MISTAKES (what you shouldn't do!)

- Know what you want to say, but don't memorize.
- Never make up an answer; it will sound fake.
- Talk as if you're reading a laundry list of your experiences.

ADDITIONAL RESOURCES

- Interview Tips and Sample Interview Questions under "Career Advice" on Vault
- Practice your skills on Interview Stream