

CAREER & PROFESSIONAL DEVELOPMENT CENTER

Prepare In Advance for an Interview

“Failing to prepare is preparing to fail.” Ben Franklin

Practice, Prepare, Practice Some More!

- Do a practice interview in the Career & Professional Development Center (CPDC)
- Prepare questions to ask the employer
- Prepare your interview materials

Have:

- Several copies of your up-to-date resume
- A list of references and permission to use them
- Any appropriate work samples or portfolios

Plan ahead:

- Confirm the date, time, and place of the interview
- Request the name of the person with whom you will be interviewing
- Travel the route a day before to account for time, parking and directions

Self Assessment

- Assess your skills, and you will identify your strengths and areas of work where you will excel. Make use of self assessment programs offered through the CPDC (FOCUS), Co-op, free literature and online resources.
- After you have completed a self assessment, choose 3 to 5 of the strengths that match what the employer is seeking in the job posting. Remember that the employer is forming a picture of you based on your answers. Their goal is to find the appropriate match to the position.

Research the Company

- Being knowledgeable about the company demonstrates your drive, motivation, maturity and thoroughness as a candidate.
- Helps you to avoid asking dumb questions.

What should you know about the company?

- *The company name, their products and services*
- *Most importantly, you should know the job description*
 - This information can be obtained from the company’s web site, or by speaking with someone in their Human Resources Department

After the Interview: Provide the Necessary Follow-up Documents:

- Within 24 hours of the interview, send a thank you letter to everyone with whom you have interviewed. (This is the reason for collecting their business cards).
- Send it via email. The postal service will take too long and put you behind the competition.
- This is your opportunity to re-emphasize your skills and strengths and how they fit the employer's needs. Most importantly, it may separate you from other qualified candidates and help you get the job.

Sample Thank You Letter

Your Address
Number and Street
City, State Zip
Date

The Interviewer's name, title
The Company name
Number and Street name
City, State Zip

Dear Mr./Ms.(Interviewer's Last Name):

Thank you for taking time to discuss the (position of interest) position at (company name) with me. After meeting with you and observing the company's operations, I am further convinced that my background and skills coincide well with your needs.

I really appreciate the time that you took to acquaint me with the company. It is no wonder that (company name) retains its employees for so long. I feel that I could learn a great deal from you and would certainly enjoy working with you.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on your time, I am sure that you require people, who can be trusted, to carry out their responsibilities with minimal supervision.

I look forward to hearing from you concerning your hiring decision. If I can provide you with any further information, please feel free to contact me at (your) phone-number or at (your email). Again, thank you for your time and consideration.

Sincerely,

Your name