

Interview Preparation Advice

Before Interview	During Interview	After Interview	During Second Interview	Evaluating Job Offer
<p>Make sure your answering machine message is professional.</p> <p>Update your resume & develop a thorough understanding of it.</p> <p>Research the company; familiarize yourself w/ products & services provided by the company, the mission statement & the numerous job opportunities available.</p> <p>Create a list of references.</p> <p>Devise a 'quick reference' file on your phone or iPad for information needed on applications.</p> <p>Plan what to wear. [See links below]: Men's Attire: ** Women's Attire: ***</p> <p>Schedule a practice interview session with a UD Career Services Career Advisor. To access Career Advisors, Visit link: **** [] Or use online interview practice tool; Big Interview https://udayton.biginterview.com/</p>	<p>Arrive 10 -15 minutes in advance.</p> <p>Bring copies of your; _ resume {4 – 5} _ list of references _ information you may need for completing an application</p> <p>Be prepared to interview. _ Consider skills, experiences & knowledge that you possess that are relevant to the position.</p> <p>Make eye contact – it shows you are focused & confident. Shake hands</p> <p>Be <i>Informed, interested & Inquisitive</i> about the company & position.</p> <p>Listen & respond to questions directly. If you are unclear about a question, ask for clarification.</p> <p>Answer <i>Behavioral Questions</i> using the S-T-A-R Method: S – Situation T- Task A – Action R – Results</p> <p>At the end of the interview, ask what the “next steps” in the process are.</p>	<p>Send a thank you letter to the interviewer(s) as soon as possible. {Within 48 hours of the interview} – see sample Thank You letter - *****</p> <p>Be prepared for the recruiter to possibly invite you back for a second interview at another date and time. _ Thank them for the opportunity, whether accept or decline.</p> <p>If you accept the second interview invitation, inquire about the following; _ If the interview requires traveling to the company... Travel/Hotel arrangements (who makes/pays?) _ Interview agenda... (Full day / half day, designated time.</p> <p>If you decline, be prepared to explain why & be honest.</p> <p>Express utmost appreciation for the company's consideration and courtesy. It is appropriate to state that your decision to go with another organization was based on a better person /job fit for this stage of your career. Do NOT say that you obtained a better job.</p>	<p>Be attentive & alert at each interview and scheduled event. (Get sufficient rest the night before.)</p> <p>Remember this is the last opportunity to make a good impression.</p> <p>If the job will require relocation, research information about the city and surrounding area. Assess the cost of living, housing, market, etc....so you can consider each item, if offered the position.</p> <p>At the end of the second interview, ask what the “next steps” in the process. Elaborate on any decision deadlines for other offers, so the company can consider that information.</p> <p>Send thank you letter to each interviewer, as soon as possible within 24 hours.</p>	<p>While salary is an important factor, be sure you compare your starting salary with the salary potential of the position and the cost of living within the geographic area.</p> <p>Also consider the following factors: <u>Job/Employer Related Factors</u> _ Potential for career Advancement _ Work Schedule {9 -5 or flexible hours} _ Work environment / attire _ Bonus or Commission Plans _ Benefits: Profit Sharing, 401K plan, insurance, tuition reimbursement * _ Travel _ Reputation & stability of Employer _ Opportunity to establish a Mentor. _ Type of industry</p> <p><u>Geographic / Lifestyle Factors:</u> _ Geographic Location _ Climate _ Social life for Singles, couples or family _ Commute to work _ Availability of suitable Housing _ Size & type of community {suburban, metropolitan, rural, urban}</p>

