

INTERVIEWING TIPS

Review the following list to make sure you are prepared for your interviews.

What to wear to an interview:

Whether fair or not, what you wear will have an effect on the interviewer's initial impression of you. If you want the job, you need to dress the part. The following recommendations are provided to help you search through your closet for proper interviewing attire.

Men:

- Wear a dark-colored suit - navy, black or dark gray (a sports coat with a tie is not appropriate interviewing attire)
- Wear a white or light-colored shirt - make sure it looks professional
- Choose a conservative tie (don't be remembered by the tie you wear)
- Wear dress shoes – they should be a dark color and well-polished
- Select a belt that matches your shoes
- Keep jewelry to a minimum (limit to one ring and a watch)

Women:

- Wear a dark, conservative suit that looks professional
- Choose a reasonable skirt length (knee length or longer)
- Choose low-key jewelry

What to bring to an interview:

- **Leather Portfolio** - not that expensive and a good investment
- **Good pen** – to take notes if necessary
- **Nothing else** – do not take your backpack into the interview room—you can leave it in the CSO lobby; women can bring a small purse

What to put in the portfolio and bring with you to the interview:

When interviewing, you always want to appear professional. Employers will expect you to be prepared and have the following items available during the interview:

- **Resume** – several copies on good-quality bond paper (white, off-white, ivory or light gray)
- **Writing sample** - preferably under 10 pages. If you use something from your summer job, make sure you get approval from that employer
- **Copy of unofficial transcript** – visit the Registrar's Office to obtain your copy
- **List of 3-4 references** - on same type of paper that you used for your resume
- **Pad of paper** - to write on/take notes if necessary

