

# **Prepare fo Job Application: Interview**

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Once you get to the interview stage of the application process, you have succeeded in convincing an employer to invest time in meeting you. When you developed your resume and job application letter, you already:

Analyzed the job description;

Identified and conveyed your skills and accomplishments most relevant to the position;

Researched the employer; and

Explained what attracted you to the organization.

# Job Interview

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# PREPARING FOR AN INTERVIEW

Don't let your first interview be your first time actually answering interview questions!

Consider the following strategies when preparing:

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**1**

- Write out answers to questions you think the employer will ask.

**2**

- Practice saying your responses out loud. Answering potential questions in front of a mirror to make you aware of your facial expressions and gestures.

**3**

- Practice with friends or family, or schedule an appointment with a Career Counselor at the Career Center.

**4**

- Ask for feedback on the content and organization of your answers.

**5**

- Film or record your responses and review your performance.
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## **One-on-one:**

- Just you and one interviewer, the most common type of interview

## **Panel**

- You are interviewed by more than one person at the same time

## **Group**

- A group of candidates is interviewed by a panel or one interviewer

## **Meal**

- You are interviewed while eating, usually over lunch

# **Types of Interviews**

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## **Working**

- You are put to work and observed

## **Phone or Video**

- Often used as a screening tool before inviting you to an on-site interview

## **On-Site or Second Round**

- After you have made it through a screening interview, this is a more extended interview at the employer site that may include a series of different types of interviews, a site tour, and a meal.

# **Types of Interviews**

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# FEELING NERVOUS?

It is normal to feel nervous about interviews. In fact, being a little nervous can motivate you to prepare and do your best. But worrying about being nervous usually just makes you more nervous! Try focusing instead on being self-confident. To harness your nervous energy, think about five things (qualities, skills or experiences) you would like the employer to know about you and practice presenting these points.

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**KEEP  
CALM  
AND**

**GOOD LUCK  
FOR THE INTERVIEW**