



Getting the Job You Want

There is so much to consider when preparing for an interview. However, there are a few simple things to always keep in mind:

- Research the company so you have a thorough understanding of what the company does. I always like to ask the candidate to tell me as much as they know about the company
- Know your resume inside and out. You never know what you will be asked. It is always good to have a copy in front of you as a reference, as well as additional copies just in case
- Think positive and stay calm. You have worked hard through school and building your experience. If you feel confident in yourself, it will be evident to the interviewer by your action, poise and nonverbal communication skills
- Wear something that you feel good in and appropriate for the industry you are interviewing for
- Arrive at least 15 minutes prior to the interview
- The interview will more than likely be broken out:
 - 80% The candidate is answering Questions
 - 20% The interview is asking Questions

(Plus, a small amount of time at the end for the candidate to ask the interviewer some questions)

- Have at least 7-10 questions to ask the interviewer. Also, if interviewing with 3-4 people, additional questions should be asked specifically to each one, so you are not repeating the same 7-10 questions. Usually you will be given the names and titles of the interviewers. Find out how long they have been with the company? What role they have with this department/function?
- Sell yourself. Think of what the interviewer is asking and elaborate on areas that show an increase in responsibilities; accomplishments; ideas of yours that were implemented; examples of how you may have decreased cost or increased production. Any example that shows taking the initiative, doing whatever it takes "attitude" to get the job done