

During interviews: Be confident and have concrete examples ready to share with employers

- **Use friendly, confident body language.** Be aware of non-verbal signals you send. Try to avoid fillers (i.e. "like" "um" "uh") and maintain good eye contact.
- **Be honest** and sincere in your answers. Don't show off or exaggerate your skills.
- **Use concrete examples** and share in a concise manner.
- **Keep your language positive.** Don't say things like "I know it's bad that I _____, but..." Rephrase it in a positive manner. Talk about how you are taking steps to address your weakness.
- **Remember to breathe!** Take deep breaths and remember the positive qualities you offer.
- **Put yourself on their team** - Relate your answers to the position and the employer.
- Ask for business cards (this will help you know how to spell names for thank you cards/e-mails).
- Convey interest, even after the fact. End interview by reiterating your interest in the job.

Questions for Candidates to Ask Employers

It is common at the end of the interview for an employer to ask, "Do you have any questions?" Remember, it's a two-way street, and you should ALWAYS have questions. **This conveys your enthusiasm for the organization and engagement with your interviewer(s) – not having questions could negatively impact your chances.**

Prepare 3 questions to ask at the end of the interview. At least one should be a *unique, genuine question* you developed from company research in preparing for the interview.

Sample Questions

- What are the challenging facets of this job? Are there specific challenges you are facing right now?
- What would you like to be able to say about your new hire a year from now?
- What are your organization's plans for future growth?
- What are your company's strengths and greatest assets?
- How would you describe the culture of your organization?
- Could you describe a typical day/week in this position?
- How will we work together to establish objectives in the first months of this job?
- Are there many after-hours business events I will be expected to attend?
- If I am extended a job offer, how soon would you like me to start?
- What is the next step in the hiring process?

Interview Questions **NOT** to Ask

- What does this company do?
Do your research ahead of time!
- How much will you pay me?
Wait until an offer has been extended to ask about salary.
- If I get the job when can I take time off for vacation?
Wait until you get the offer to mention prior commitments.

SOURCES:

Fry, Ron. *101 Smart Questions to Ask on Your Interview*. 3rd edition. Course Technology Press, 2009.
Britton Whitcomb, Susan. *Interview Magic*. Jist Works, 2005.