

Interview Preparation Packet

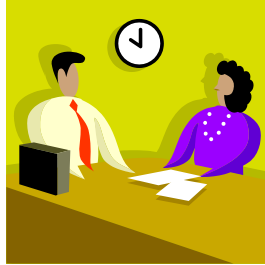


Table of Contents

Basic Interviewing Tips

What is an interview?

How do I prepare for an interview?

Responses

Common Interview Questions

Questions to Ask the Interviewer

Behavioral Questions

Illegal vs. Legal Questions

Thank You Letter

Follow Up

Additional Help

Basic Interviewing Tips

- ❖ **Research the company and the position.** Understand the company's products and services, clientele, culture, etc. (Use the internet and one other source if possible).
- ❖ **Take a test drive** to the location of the interview if you are not familiar with directions prior to the interview date.
- ❖ **Dress appropriately**, conservatively, and professionally. No excessive jewelry or other accessories that distract the interviewer from focusing on YOU.
- ❖ **Prepare questions.** (At least 3).
- ❖ **Arrive early.** (Preferably 10-15 minutes).
- ❖ Bring a **professional folder (portfolio)** with a notepad, pen, **EXTRA RESUMES**, and a list of references. **No manila folders!**
- ❖ **Be personable.** Greet the receptionist, staff, and interviewer with a smile.
- ❖ Offer a **solid handshake** whenever you get the chance. (Usually upon arrival and departure.) Remember to **SMILE!** 😊
- ❖ Do not sit down before the interviewer. Wait to be shown where to sit or to be asked to be seated.
- ❖ Make **good eye contact.** Do not fidget with pens, paper, or your hands. Try to keep hands still or folded in your lap. If crossing your legs, avoid bouncing your leg or foot.
- ❖ Sit up straight with upright, yet relaxed posture.
- ❖ **Don't speak too fast.** Speak clearly and don't be afraid to pause a moment to collect your thoughts. Silence is better than filling the time with "um's" and "uh's".
- ❖ **Do not criticize previous employers,** supervisors, professors, etc.
- ❖ **Be honest.** Don't try to cover up mistakes. Instead, focus on how you learned from them.
- ❖ **Be assertive.** Remember-the interview is a way for you to learn if the job is right for you.
- ❖ Ask the interviewer for a business card and send a **thank-you note** or email as soon as possible.

What is an Interview?

An interview is like a final exam. Your success depends on how thoroughly you have prepared for this test of your ability to handle the subject. And the subject is **you**. How well you can relate your skills, interests, and potential to the needs of the employer will dictate your success.

Although interviewing is usually stressful, it should not be approached with such fear that you are nearly immobilized by anxiety. Many factors are at play on the hiring scene, and you should expect to encounter many “no’s” before the right “yes” comes along.

There is no one sure way to prepare for an interview. Therefore, this guide should be used as a tool and a foundation from which to begin preparing.

PURPOSE:

- To supply the employer with information about you that is not contained in your resumé, application or cover letter. It is not an interrogation, but instead should be a conversation.
- To enable the employer to evaluate your personality, communication skills, attitudes, values, vitality, motivation, and interest, based on the requirements of the position and the organization.
- To enable you to gain further information about the employer and position.

FOCUS ON:

- What you have done and what you can do for the employer.
- How you can help the employer accomplish the objectives of the organization.
- How the employer can help you achieve your objectives either directly or indirectly.

TYPES OF INTERVIEWS:

- **Telephone Interview:** Also known as a “screening” interview. This is to narrow down the applicant pool so as to only invite the top candidates on site for an on-site interview.
- **Human Resources Interview:** Another kind of pre-screening type of interview that can be held at the company or conducted on the phone. An HR representative will make sure you have the appropriate experience, educational background and skills for the position.
- **On-Site Interview:** The focus is on initial impressions and reactions of the applicant. You may or may not meet with a department head or supervisor. If favorable, an invitation will follow for an in-depth interview at the company.
- **In-depth Interview:** This is done by the hiring authority such as department head, manager, or supervisor. It can last from 30 minutes to a full day including lunch and dinner. You may meet with a variety of people and may have a group interview.
- **Group Interview:** Usually used to measure reaction to a variety of individuals and situations or to have a certain group of involved representatives from the employer make a collective decision. In education, this would be a search committee or board of education. This is usually part of the in-depth interview, especially if you have a day of interviewing and are meeting with a variety of people from the organization.

How do I prepare for an interview?

1. **Thorough self-examination is necessary.** The interviewer will focus on getting to know your personal characteristics and will be looking for a pattern of behavior. Therefore you must have a good idea of . . .

- What **skills** you have to offer.
- What you have accomplished.
- What you do with your time.
- Who you are, **your personality, values, and attitudes.**
- Where you want to go with this job; what are **your goals.**

2. **Thorough research of the company.** You must know enough about the company to justify why you are seeking employment, and to formulate intelligent questions about the organization.

- What are the products, services, size and clientele?
- What is the relative size of the firm in the industry?
- What functions are involved in the position for which you are applying?
- What is the organization/industry's potential for growth?
- How is the organization structured?
- Who is their competition?

Sources of information: Employer brochures, annual reports, directories, newspapers, business and trade journals, professional associations, employees in the organization, etc.

No excuse will be acceptable to an employer for not knowing this information.

3. **Plan your presentation:** Be prepared to talk about your background, accomplishments, skills, abilities, and goals. **Make a list of your best "selling points"** and bring it to the interview. Make sure that you make these points known. Do not wait for the employer to ask questions which lead to this information; be prepared to sell yourself. Cite **SPECIFIC EXAMPLES** that demonstrate your skills and strengths.

4. **Prepare questions for the employer.** Remember that you are also looking for the right organization, people, and working environment. **Asking intelligent questions is just as important as how you answer their questions.** Do not wait until the end of the interview when you are asked if you have any questions. Promote a two-way conversation throughout the interview by interjecting (*not interrupting*) questions and responses. Lead the interviewer to your area of knowledge by asking related questions.

5. **Be prepared with references.** Three references are typically requested by employers. Have the correct name, title, work address, telephone number, fax number, and email address of those people whom you have asked to serve as a reference for you. Make sure you ask permission and give your reference a heads-up that you are interviewing for jobs. Give each person who will act as your reference a copy of your résumé so that he/she is aware of the type of position for which you are interviewing. You might want to ask your references for letters of recommendation to keep on file. Excellent references are hard to come by; so do not risk losing one due to retirement, relocation, or illness.


6. **What to bring.** Bring copies of your **résumé, reference list,** and an **unofficial transcript** with you to the interview. You should also have **a pad of paper and pens/pencils.** Carry contact phone numbers in case you are detained along the way and need to call the interviewer to inform him/her of your delay. Do not forget **a list of job-related questions.** Before the interview, make sure that you verify the date, time, and place, have directions and decided on a route of travel.

7. **Portfolios.** These are typically used by writers, artists, designers, advertisers, etc. However, students in any major can use portfolios to demonstrate skills, abilities, and accomplishments. They can include writing samples, artwork, project summaries, and materials from an event that you organized, and a letter of recommendation.

8a. **What to wear (suggestions for men).** A conservative, dark, two-piece, single-breasted suit is appropriate. Any pattern in the fabric should be subtle. White, long-sleeved dress shirt and a conservative tie will look professional. Black dress shoes that are polished and black dress socks are recommended. Conservative jewelry should be worn – one ring and watch only (*consider removing earrings & body piercings, if distracting or inappropriate*). Hair should be neat; keep sprays and gels to an absolute minimum – no “wet” looks. Use very little cologne or none at all.

8b. **What to wear (suggestions for women).** A conservative, dark-colored suit or dress with a jacket is best with a business blouse or tailored shirt. Knee-length or an inch above is the highest your hem should be. Shoes should be comfortable and simple with low heels and in a dark color that matches or complements your clothes. Hosiery should be a natural color or the color of your shoes. Jewelry should be kept to a minimum; simple gold or silver accessories – no flashy fashion jewelry (*consider removing body piercings, if distracting or inappropriate*) Handbags should be conservative and match your shoes; not too large/overstuffed. If you are carrying an attaché case, carry a very simple and small handbag or none at all. Use very little cologne/perfume, or none at all.

Responses:

- **Keep responses related to position you are interviewing for:** Personal information can be interesting but not necessarily appropriate in an interview. Stick to responses that show how you are most qualified for the position you are seeking.
- **Examples, Examples, Examples:** Giving concrete examples helps you present yourself in a specific and unique way to the employer
- **Focus on the positive:** Often employers can ask questions about your weaknesses or why you left your last job. It may be tempting to dwell on the negative, but always put a “positive spin” in your answers.
- **Follow the S.T.A.R.:** When in doubt, follow the rules of **S.T.A.R.** 

(Explain a related **S**ituation, the **T**ask at hand, your **A**ction taken, and the positive **R**esult!)

IMPORTANT:

*Please take the time to review and think of your own personal responses.
A **mock interview** can be scheduled with a Career Counselor to practice this material.
Please set up an appointment by calling Career Services at 860.465.4559 or via email:
careers@easternct.edu*

Common Interview Questions

➤ ***Tell me about yourself.***

Keep response related to the job you are applying for. You may include educational experience, interests, goals, dreams, recent activities, etc.

Another approach is to give 3 examples of traits that describe you best:

EX: I am a hard-working, creative, and organized individual who likes to work with elementary students. I have been a student teacher for the past year and would like to encourage children to achieve their potential.

➤ ***Why are you the best person for the job?***

Focus on how you fit with the description of the position. What skills/experience can you bring to this position?

EX: Your ad described that you are looking for a person with _____, _____, and _____. I have experience working with _____ and have _____, _____, and _____ skills.

➤ ***How has your educational training prepared you for this job?***

Explain how coursework, internships, volunteer experience, projects, or workshop have contributed to your learning and have helped you gain skills for the job. Give concrete examples.

EX: My courses in childhood development gave me insight into the developmental stages of elementary students. I also worked on a project with my peers which helped to gain skills in assessing students' needs. By working at an elementary school this past year, I have gained hands-on experience with the students as well as with teachers in the field.

➤ ***Why is your G.P.A. low? (Note: Employers can request your G.P.A. or transcript)***

If the employer has access to this information, be prepared to explain why your G.P.A. may be low. Explain reasons why:

- Working full time while in school
- Transitioned to another major
- Discovered that the program was not a good fit

or describe that your G.P.A. is not a good reflection of your capabilities. Describe how your employment history and references are able to vouch for your skills, character, and abilities.

➤ ***Discuss your work experience.***

Focus on jobs that are related to the job you are applying for, yet you may consider mentioning skills that you acquired from unrelated employment. Make sure to give examples of accomplishments and overall skills that you have learned from your work experience.

➤ ***In what work environment are you most productive?***

Explain what work environments you have had experience in. Then, explain what your ideal working environment would be.

EX: My ideal working environment would be one where I could utilize my _____, _____ and _____ skills.

➤ ***Name 3 adjectives or descriptors that best describe you?***

Be honest and give examples to back up the 3 descriptors.

EX: I am hardworking, creative, and intelligent. I have pursued my degree while working, achieved a GPA of 3.6 and have accomplished projects and assignments that have been creative and unique at both work and school.

➤ ***Why do you want this job?***

Discuss the position and how you are qualified for it. Again, give examples of how you are a match for the hiring position. Make sure you really want the job you are applying for!

EX: The position describes someone who has strong organization and leadership skills. For example, I have been a leader as a coach for girls' high school basketball team for 2 years and have strong organization skills that I used to plan and implement practices and games.

➤ ***What are you looking for in a position?***

Share how you would like to contribute your skills. Discuss how you wish to service the clientele you will be working with. You may mention that you would like to gain experience and the opportunity to grow in the field. Additionally, a good reason to want a certain position is to gain a sense of purpose or fulfillment.

➤ ***What are your strengths?***

Strengths may be different from descriptors. Discuss what your abilities are and share what you are best at accomplishing.

EX: Some of my strengths include that I communicate well with others, pay high attention to detail, and problem solve well. For example, I was able to solve a problem with....(Provide examples of your strengths)

➤ ***What are your weaknesses?***

Name a positive weakness. Share a weakness that is work-related. Do not include any weakness that deal with your personal life or your relationships.

EX: "I can be too ambitious", "I am sometimes timid to approach my supervisor" or "I can take time to make decisions"

Give examples as to how you are improving your "weakness".

EX: I am working on becoming more assertive and confident in my decision-making and have made great strides.

➤ ***How would co-workers describe you?***

Give specific traits and examples. Include personality traits that fit with the job description.

EX: Co-workers would say that I work well under pressure and keep a level-head in times of crisis. I also have a friendly nature and set people at ease.

➤ ***What did you like or dislike about college and/or your previous job?***

Focus on the “likes” rather than “dislikes”. If you have “dislikes”, limit your answers and do not dwell on them. Also, try to put a positive spin on what you disliked.

EX: I disliked _____ about my last job, but this taught me to _____.

➤ ***Why did you leave your last job?***

Be honest, but do not criticize your last job or last employer. This will show negativity and the interviewing company may believe that you might speak negatively about them. If you left your last job due to negative circumstances, again, put a positive spin on what you learned from that experience.

➤ ***Are you willing to relocate?***

If required in the job description, say yes. Interviewing for a job that requires relocation means that you are interested and have accepted relocating as a possibility. If not previously mentioned in the job advertisement, state that you are open to consideration. This is neither a YES nor a NO and leaves the topic open to discussion.

➤ ***What are your greatest achievements?***

Keep answers relative to job and consider including one personal achievement. This shows that you have life goals/accomplishments aside from work. Provide examples.

➤ ***What does success mean for you?***

Describe the positive qualities that you possess as a success. Be honest and focus on what is most fulfilling for you. Give an example related to the career you are pursuing.

EX: Success to me means reaching for goals and not giving up or giving in to negativity. It also means having close relationships with friends and family. Success also means using my gifts and talents to work with children and make a positive difference in a child’s life.

➤ ***What do you know about our organization?***

Do your research. If you cannot answer this question, then you have not properly prepared for the interview.

EX: I have heard that your company services describe clientele by providing describe services. I like that your company describe one positive aspect of the company.

➤ ***What are your short term goals?***

Hopefully that position you are applying for is one of your short term goals. This is a good opportunity to explain your career goals and how you would like to include the position you are applying for as one of your career goals.

➤ ***What are your long term goals?***

Describe that you wish to progress and advance with the company if this is desired. Mention that you hope that the position you are applying for is a good opportunity for growth within the field. Staying in the current field or with the company is always a safe answer and shows that you are not looking to hold a temporary position with the company.

EX: I hope to expand my skill set and contribute to the field of _____.
I would like to grow and learn in the field to eventually become a _____.

➤ ***What are your salary requirements?***

A good way to respond is to avoid being boxed in to a particular amount. This is not rude, but rather, helps the interviewer focus on whether or not they want to offer the job to you based on your skills, experience, and qualifications.

EX: I'm hoping that you will consider my experience and skills that I would bring to this position and compensate me with a fair offer.

EX: I'm sure that we can come to a salary agreement if I'm the right person for the job, and I hope you'll agree that I am.

If the employer really needs to have an answer, try to stay away from mentioning ONE exact figure. You may over estimate or under estimate and this may cause you to not be considered for the job or be offered a lower salary. You can give a range (36,000-40,000). Giving a salary range helps you determine the minimum amount that you will be willing to accept and the maximum amount you believe that you are worth for this kind of work. (Research the "going rate" for the job position on a reliable website like: ***salary.com or payscale.com*** before you determine your range).

➤ ***Do you have any questions about us?***

Never say, "No." If they have answered all of your questions, there are always closing questions to ask:

- Do you have any questions about my qualifications that might further clarify my fit for this position?
- What is the next step in the process? When do you expect to make a hiring decision for this position?
- Do you need any additional information from me?
- May I please have your business card?

Close by remaining enthusiastic and courteous. Shake the recruiter's hand and say something like:

"Thank you, Ms. Smith for the opportunity to speak with you. I am extremely interested in this position, and I am looking forward to hearing from you."

****See the next section for further information about what kinds of questions to ask the employer.****

Questions to Ask the Interviewer

Before the interview, prepare at least three questions to ask the interviewer. This can be done AFTER you have researched the company and the position. (If you ask questions that could have been easily answered through research, this shows lack of preparation.) Write down anything about the job that you need to have clarified. Do **NOT** ask about salary or benefits unless the employer speaks about them. The following are examples of questions that you might ask:

1. *If hired, would I be filling a newly created position or replacing someone?*
2. *How would you describe a typical work day in this position?*
3. *How would I be trained or introduced to the job?*
4. *Do you have a formal training program? Can you describe it?*
5. *How is this position important to the organization?*
6. *What are the department's goals for the year?*
7. *Other than what is in the job description, what are the goals for this position this year?*
8. *Who are the other individuals I would be working with (What are their roles and can I meet them?)*
9. *How will I get feedback on my job performance?*
10. *Do you have a formal performance review process? Can you describe it?*
11. *If hired, would I report directly to you or someone else?*
12. *What is your management style?*
13. *How would you describe the work environment here?*
14. *Is there an emphasis on teamwork/independent work in this department?*
15. *I would appreciate a tour to become familiar with the work environment and the people. Is this possible?*
16. *What is the potential for advancement? Is it possible to transfer from one division/department to another?*
17. *Do you tend to promote from within?*
18. *Are opportunities for educational development provided?*
19. *How much travel is associated with this job?*
20. *How frequently do you relocate employees?*
21. *When is the earliest that you are looking to fill the position?*
22. *What do you consider to be the most important qualification for the job?*
23. *When will you be notifying candidates about your decision? **
24. *When should I expect to hear from you? **
25. *What is the next step in the hiring process? **

** You should a question like #23, 24, or 25 so that you will know when to expect to hear from the employer*

***IMPORTANT: Do NOT ask about benefits or salary until a job offer is extended to you.
That kind of information is irrelevant until you actually have the opportunity to accept the job.***

Behavioral Questions

The following questions may be asked to determine how you behave. Employers often ask these questions to gain a better understanding of who you are and what you do. These questions provide the perfect opportunity to Follow the **S.T.A.R.**



Explain a related **S**ituation
the **T**ask at hand
the **A**ction taken...
and the positive **R**esult.

➤ Explain your skills in or experience with...

- | | | |
|---------------------------------------|--|---|
| <input type="radio"/> Decision-making | <input type="radio"/> Planning/ Organizing | <input type="radio"/> Goal-setting |
| <input type="radio"/> Problem-solving | <input type="radio"/> Technology | <input type="radio"/> Persuasion |
| <input type="radio"/> Leadership | <input type="radio"/> Teamwork | <input type="radio"/> Creativity/Innovation |
| <input type="radio"/> Motivation | <input type="radio"/> Analysis | <input type="radio"/> Thinking on your feet |
| <input type="radio"/> Communication | <input type="radio"/> Adaptability | <input type="radio"/> Taking initiative |

These are just a few examples of different behavioral/descriptive questions that an employer may ask. Remember, the employer will ask you behavioral questions relative to position you are applying for:

- How do you deal with pressure or deadlines?
- How do you respond to criticism?
- Can you describe how you deal with conflict?
- How do you react to crisis situations?
- Describe a difficult problem that you tried to solve. How did you identify the problem? How did you go about trying to solve it?
- Describe a time when you tried to persuade another person to do something that he/she was not very willing to do.
- Describe a time when you decided that something needed to be done, and you took initiative to complete the task.
- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Describe an instance when you had to think on your feet when faced with a difficult situation.
- Tell me about a time when you used good judgment and logic in solving a problem.
- Convince me that you can adapt to a wide variety of people, situations and environments.
- Describe a time on the job when you were faced with problems or stresses that tested your coping skills.
- Tell me about a time you had to use your writing skills to get an important point across.
- Give me a specific occasion in which you conformed to a policy with which you did not agree.
- Give me an example of an important goal that you had set and tell me about your success in reaching it.
- Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.

Illegal vs. Legal Questions

The following questions are illegal for an employer to ask. You do not need to answer these questions and they are provided for your reference only. Basically, any question that refers to your age, religion, ethnicity, personal status is not required to be answered.

ILLEGAL:

- How old are you?
- What is your maiden name?
- Are you single/married?
- What is your native language?
- Were your parents immigrants?
- Do you have any health problems?
- Tell me about your family.
- Do you have a religious affiliation?

LEGAL:

- Are you over the age of 18?
- Have you ever used a different name?
- Do you speak/read/write languages other than English?
- Are you able to perform the duties of this position?

A good way to respond to questions that you wish to not answer is to question the relevancy:

“I am unsure how this information relates to this job. Can you explain?”

or simply state:

“Please respect that I do not wish to answer this question.”

Thank You Letter

Depending on the time frame, follow up with a mailed letter or email. If the employer is looking to make a hiring decision right away, it is best to send a quick email. Otherwise, mail a thank you letter within 24 hours. **There is no excuse for not sending a thank you letter.** If you do not, it could easily cost you the job.

Tips

- Type on plain stationery with matching envelope. Spell interviewer’s name correctly!
- Begin by mentioning the position you interviewed for and the date of the interview, and thank him/her for the meeting.
- Next, reaffirm your interest in the position. Restate your prime assets and accomplishments, and reiterate something you enjoyed learning about during the interview.
- Use the thank you letter to introduce relevant skills and experience you may have neglected to mention during the interview.
- Conclude by saying that you are very interested in the opportunity and leave the door open to make further contact with the interviewer.

THANK YOU LETTER SAMPLE

Emily Smith

22 Elm Street, Hanover, CT 13502

(203) 297-4398 esmith@usa.com

September 10, 1999

Ms. Carolyn Plourde
Director of Personnel
ABC Corporation
One Industry Plaza
Cromwell, CT 13502

Dear Ms. Plourde:

Thank you for the opportunity to interview for the Engineering Management position yesterday at Thayer Engineering Corp. I enjoyed meeting you, and learning more about your corporate organization. Your organization's future plans appear to be heading in a direction that parallels my interest and career goals.

As we discussed, I feel that my education and background have provided me with an understanding of business operation that will prove to be an asset to your company. My prior experience as an intern in an engineering consulting firm, plus my training in engineering design would enable me to progress steadily through your training program, and become a productive member of your Design and Implementation team. Additionally, I have always been considered a hard worker and a dependable, loyal employee. I am confident that I can make a valuable contribution to your company.

Again, thank you for your consideration. If you require any additional information from me, please feel free to call at (203) 297-4398. I look forward to hearing from you soon.

Sincerely,

Emily Smith

Emily Smith

The Telephone Interview

The telephone became an interview tool in the early 1990s—and employers continue to screen job candidates this way because it costs less and it is less time consuming—phone interviews average 30 minutes versus an hour or more for a face-to-face interview.

A telephone interview can be like an open-book test. You may have the answers in front of you, but you need to know the material thoroughly to do well on the test—or in this case, the interview.

Employers hope to catch you unprepared, in order to see if you can think on your feet and if you have superior communication skills. So, if you are prepared for the call, you will ace the test.

This is a preliminary conversation used by employers or recruiters for any of the following:

- To eliminate mismatches.
- To reduce the number of applicants.
- To provide an opportunity for fact finding.
- To allow them to “hear a voice”.
- To reduce expenses.

Your Advantage: You can have a script in front of you, along with any other reference material you need. You may feel more confident because you are in familiar surroundings.

Your Disadvantage: You do not see the interviewer and s/he doesn’t see you.

Here's How to Prepare:

Since you will know the time for your phone interview, take some time to prepare:

1. Turn off distractions. Have your phone in a quiet room—away from radio, television, family, roommates or anything else that may make noise or take your attention away from your task.
2. Gather your tools by the phone.
 - *Resume*
 - *Pen and paper to jot the interviewer(s) name(s) and to take notes during the interview.*
 - *Company research (with relevant information highlighted).*
 - *Questions to ask about the company and position.*
 - *A loosely written outline of points to make or items to cover as you talk about the position.*
 - *Comfort items: tissues, a glass of water.*

At interview time:

1. If the employer sets up an appointment in advance, dress the part for the interview. Experts say if you are dressed in a professional manner, you will speak that way.
2. If an employer calls and wants to do the interview right away, rather than scheduling an appointment, excuse yourself politely and offer to call back in five minutes. This will give you time to make the psychological switch from whatever you are doing to your professional demeanor.
3. If you have call waiting, turn it off (if possible).

4. Sit in a straight back chair with your feet firmly planted on the ground. Your position affects the quality of your voice. If you are sitting in a relaxed position, you do not project the same readiness and intensity as you do when you sit more formally.

5. Talk only when necessary. Since you lack the visual cues of body language to assess whether you've said enough, mark the end of your response with a question, such as "Would you like more details of my experience as an intern with XYZ Company?"

6. Let the employer end the interview. Then you should say "Thank you for your time," and reiterate your interest in the position.

If you perform well on the telephone, you'll probably be invited to interview with a hiring manager on site.

Follow Up

- If the employer does not contact you within two weeks or by the agreed upon date, call and restate your interest, ask about a timetable, and if you can, provide them with any additional information.
- Job offers sometimes take a while. Candidates at various schools may be interviewed. Keep going; do not wait around!
- If you do not receive a job offer, turn it into a learning experience. Ask for suggestions for improvement or what you could do so that next time you might be a final candidate.

Need additional help?

Individual Counseling: The staff in the Office of Career Services is available to answer questions about interviewing and to discuss your reactions to interviews. Stop by the Office or call (860) 465-4559 to make an appointment.

Interview Workshops: Check the schedule or stop by our Office.

Mock Interviews: Our staff is available to conduct 'mock' interviews to help prepare you for a 'real' interview. Inquire about this service by stopping by or calling our Office.