

Interview Preparation



www.svsu.edu/careers

The first step in preparing for an interview is to earn the interview itself. To earn an interview in today's employment market, you must have a high-quality résumé and cover letter. These documents should be customized for the specific organization you are applying for.

GENERAL GUIDELINES TO EARN THE INTERVIEW

1. Make sure that you have a professional voicemail message on your cell phone that is personalized with your voice
2. Be aware of any ringtones you may use, make sure the music is appropriate for any audience
3. Reply promptly to any messages left by an employer within 24 hours
4. Networking is a great way to meet prospective employers
 - a. Employment fairs or other social activities
 - b. Check out upcoming events at www.svsu.edu/careers/events

RESEARCH THE ORGANIZATION

1. Internet
 - a. Almost every organization has its own website. Try to answer the following questions:
 - How does the organization present itself?
 - What is the organization's mission statement?
 - b. Be sure to pick up on any corporate specific language and use it during the interview process

2. Human Resources
 - a. Larger organizations will have recruitment or company packets available
 - b. Any brochures you can read about an organization are helpful
3. Current Employees
 - a. If you are a client or customer of that organization, your experiences dealing with their employees during business can provide you with a unique glance at the culture

PREPARE FOR THE INTERVIEW

1. Select or purchase proper attire
 - a. Dress as professional as possible
 - b. Refer to the Dress Attire PDF under Interviewing for additional information
2. Develop sample questions and answers
 - a. Anticipate what questions the panel may ask and how you would respond
 - b. Additional tips are available in the Types of Interview Questions PDF
3. Confirm that you have proper directions to the interview location
 - a. Drive the route prior to the interview if possible
 - b. Verify routes on mapquest.com
4. Even if you have a GPS, keep a road map available
5. Videotape a practice interview
 - a. Excellent source of feedback to help you discover your nervous twitches and other reactions when you are required to talk under pressure
 - b. Service is available through the Career Services office