

## **Important Interview Information**

*Practice saying your answers out loud, in front of a mirror, with a friend, with someone from the Career Management Center, with anyone who will listen!*

### **Be prepared to answer**

Tell me about yourself – devise a 30 second “commercial”

Name your strengths/ weaknesses – keep it positive!

Remember: this is no time to be humble—you must say in simple, clear language what you do well and why you should be hired.

### **Illegal questions**

Questions must address your skills, experience and knowledge as they relate to the job responsibilities

Illegal questions relate to: age, marital status, handicap, sexual orientation, national origin, religion

If you are unclear about how a question relates to the job, ask for clarification

### **Behavioral Interviewing**

Past behavior is the best indication of future performance

Tell me about a time when....

Give me an example of...

Formula: situation + action = result

### **General Guidelines**

Answer questions from the employer’s perspective

Maintain positive attitude; show enthusiasm

Keep answers as job-related as possible

Don’t ask about salary/benefits during the first interview

Never say anything negative about a previous employer or job

Ask each interviewer for a business card at the end of the interview