

Quick and Easy Tips for a Successful Interview

1. Research the company thoroughly. Become familiar with their mission, values, products and services, and other locations. Ideally this should be done BEFORE applying for the position. Research the position you are applying for as well. A great website for this is www.onetonline.org. You can also inquire with former or current employees.
2. Be prepared for ANY type of interview. There are several types of interviews. Be prepared by asking “can you give me any information as to what type of interview process this organization uses?” Be prepared for a panel, traditional, or an observational interview.
3. Enter the room with confidence and shake each interviewer’s hand, when they verbalize their name repeat it, and say nice to meet you. ☺
4. Bring several copies of a resume you are confident discussing AND that you are proud of. Seek professional assistance if you are not sure.
5. Practice commonly asked interview questions. Practice with family, friends or schedule a mock interview. Record yourself on your phone or camcorder so that you can go back and watch. Use the recording to evaluate your performance. You can also schedule a mock interview with your career services center.
6. Dress for the job you want! Don’t let your facial hair, piercings, make-up, perfume, or loud colors distract the interviewer from your professional qualities. Choose your interview outfit a few days before and be sure you are comfortable. Use neutral colors such as navy, black, gray, and khaki/brown.
7. Ask QUESTIONS at the end. Try to stray away from wages, VACATION, and benefits. Ask about professional development opportunities, request a tour, or ask about a typical day. The best is to ask about the hiring/application process. This will also give you knowledge of what to expect after the interview.
8. Follow up with a thank you note OR email. Email is less invasive and allows the interviewer to open at their convenience and reply if they desire.
9. Follow-up to inquire if you are still being considered for the position.

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