Interviewing

While a perfect resume and winning cover letter will get you an interview, you will need excellent interviewing skills to close the deal and land the job. All too often, job seekers will invest large amounts of time preparing resumes and writing cover letters but fail to invest enough time to prepare for the interview. As a candidate, you have as much responsibility for the success of the interview as the employer. By being prepared, you increase the likelihood that the interview will be positive for both you and the employer. The employer will be looking to see if you are a good fit for the position and organization. Tips for success:

- Research the industry and employer prior to your interview.
- Know how your skills fit into the organization and the job.
- Be prepared to discuss your strengths and weaknesses.
- Be ready to give examples that demonstrate your skills.
- Focus on stories that show flexibility, adaptability, creativity, initiative, leadership and responsibility.
- Practice answering questions out loud.
- Prepare a list of questions to ask the interviewer.
- Make a good first impression. Wear a suit, shine your shoes, give a firm handshake and carry yourself with confidence.
- Bring extra copies of your resume.
- Listen carefully and answer the question being asked.
- Send a thank-you letter.

Preparing for the Interview

Below are links to helpful sites on the web with interviewing information.

WetFeet.com
Vault.com  [undergraduate access]  [grad student access]

Practice Interviewing

Ask your Career Counselor about taking home an interview simulator on CD to practice on any PC. You might also consider doing a behavior-based mock interview with your career counselor and try The Virtual Interview on monster.com.

Behavior-Based Interviews

The premise of behavior-based interviews is that past behavior is a good predictor of future behavior. The interviewer knows which characteristics are important in his/her unique work environment and wants to determine your potential for success. A behavior-based question will ask you to refer back to a situation and how you responded. See the links below for more information.

- Making the most of your interview from experience.com  
- A Closer
Case interviews are usually used by management consulting firms and occasionally by other businesses. The purpose is to give you an opportunity to solve interesting business problems. The interviewer wants to know how creative you are in gathering information and how analytical you are in applying what you know. Below are links to helpful sites on the web with information about case interviews:

- Bain & Company
- McKinsey & Company
- BCG
- wetfeet.com
- casequestions.com