

Interview Preparation: **INTERVIEW STRATEGY**

BEFORE THE INTERVIEW:

Appearance: Dress for Success. Plan professional and elevated.

Research: Understand the job description and research information about the company.

Competencies: Know your skills, educational background, and experiences. Know why hiring you would be beneficial for the employer.

Rehearse: Practice your responses to difficult questions.

DAY OF THE INTERVIEW:

- Pack extra copies of your materials: resume, reference list, presentation (if applicable)
- Check in 15 minutes before the interview.
- Silence or turn off your phone.
- Provide a firm handshake to all interviewers.
- Be kind and respectful to everyone you meet. This will help leave a positive impression.

DURING THE INTERVIEW:

Answering Questions: actively listen, understand the question and its context before you answer.

- Provide more than just "yes" or "no".
- Emphasize what you can do for the organization.
- Highlight your qualifications with real-life examples of your education and experiences.

AFTER THE INTERVIEW:

- Thank each interviewer, shake hands, and re-state your interest in the position.
- Leave a thank you card with the interviewer or email a thank you message within the next 24 hours.



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