



# INTERVIEW SKILLS

## Some helpful interviewing tips

An interview is a unique opportunity for you to discuss your qualifications with a prospective employer. It is also an opportunity for the employer to assess what you could bring to a position within their organization. We suggest you prepare as much as you can by:

- Reading our Interview Guide on our office website
- Meeting individually with a career counselor to discuss interviewing
- Participating in an interview workshop
- Doing a mock interview with a career counselor in our office

### **BEFORE THE INTERVIEW**

- Plan to wear appropriate interview attire
- Research organization and the position for which you are interviewing
- Understand professional/ethical job search behavior
- Prepare answers for the most commonly asked interview questions
- Arrive about ten minutes early

### **DURING THE INTERVIEW**

- Greet the interviewer in a friendly, open manner
- Maintain good eye contact
- Never criticize others
- Relate your qualifications and experiences readily
- Stress your strong points
- Answer questions in detail, rather than “yes” or “no”. Use examples from previous experiences
- Show interest in the position and organization
- Ask questions that show some thought
- Project enthusiasm

### **AFTER THE INTERVIEW**

- Thank the host, verbally and in writing, for the interview
- If not stated, ask about the next step in the interview process

FOR ADDITIONAL INFORMATION ON INTERVIEW SKILLS BE SURE TO ACCESS THE INTERVIEW GUIDE ON OUR OFFICE WEBSITE FOUND AT [HTTP://WWW.SCRANTON.EDU/CAREERS](http://www.scranton.edu/careers)

OFFICE OF CAREER SERVICES  
CISZEK HALL  
TELEPHONE: 570.941.7640 FAX: 570.941.6294