Interview Tips

Before the interview:
- Research the company.
- Get a good night sleep and don’t go to the interview on an empty stomach.
- Arrive 10-15 minutes before the interview; you may be expected to complete some paperwork.
- Dress professionally.
- Bring a few extra copies of your resume and a notepad to take notes.
- Greet the receptionist and inform them who you are there to see.
- Avoid multiple body piercings.
- Wear cologne/perfume-just don’t overdo it.

Questions you may be asked:
- Describe yourself.-discuss education, internship and career goals (30-40 seconds)
- What do you know about our company?-use research obtained through website
- What are your strengths? -discuss 2-3 and back up with examples
- What are your weaknesses? -describe 1 area in which you are taking steps to improve
- How would you characterize your computer, writing, communication skills?-use portfolio and/or current/previous experiences, back up with examples
- Describe for me a time in which you had to use your problem solving or critical thinking skills. -use situation from current or previous work experiences, internship, team projects at school
- Other situational questions you are asked--base responses on previous or current work experiences; use solid examples that are applicable to the position in which you are applying

Questions to ask:
- Why is this position open?
- What type of candidate are you looking to hire?
- Is there room for advancement?
- What challenges might I face with this position? What are the key accomplishments you’d like to see in this role over the next year?
- What type of software are you currently using?
- When are you looking to make a hiring decision? When can I expect to hear from you?
- Where do I stand in respect to other candidates?

Other
- Turn off cell phone and/or pager. Be sure your home phone and cell have professional message.
- Firm handshake and maintain eye contact, speak in a good level of volume, show confidence. Be positive!
- Bring portfolio-gives peace of mind to an employer and an edge over other candidates.
- Obtain business card(s)-send out thank you letter within 24 hours.
- Do not discuss salary/benefits unless it is brought up to you and you have enough information about the position. Provide a salary range and base it on research through salary.com, other similar positions, online postings, etc.

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