



# Career Development

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## Interviewing Basics

### First Impressions Count

For your interview dress professionally - as though you were already working for the employer. Greet the interviewer and shake hands firmly. Establish and maintain good eye contact from the outset.

### Questions and Answers

The first few minutes of the interview may consist of small talk to ease the tension. As you move to more serious topics, listen carefully to the interviewers questions and respond with concrete examples of relevant skills and experiences. See below for a list of commonly asked questions. Also, what you say as well as how you say it will be noticed. Pauses, gestures, body language, facial expressions, tone of voice, and posture all add to your verbal communication. Most interviews also include an opportunity for you to ask questions of the employer. These questions are nearly as important as the answers you give.

### Topics for Questions of the Employer

Financial Stability/Growth of the Organization  
New Products/Technology  
Training Programs/Supervision/Performance Reviews  
Travel/Relocation  
Company Culture/Management Style  
Career Pathing/Opportunities for Advancement  
*Do not* ask questions about salary during an initial screening interview

### A Sample of Questions Commonly Asked by Employers

What two or three accomplishments have given you the most satisfaction and why?  
What led you to choose your field of major study?  
How do you work under pressure?  
Do you think your grades are a good indication of your academic achievement?  
Describe your employment history. What have you like and disliked about these jobs?  
Why did you decide to seek a position with this organization?  
What are your short-range and long-range career goals?  
What do you consider to be your greatest strengths and weaknesses?  
What motivates you?  
How would you describe yourself? How would a friend or colleague describe you?  
So tell me about yourself...  
Why should we hire you?