There are three stages to the interview and preparation.

- **Before**
  - Research the organization
  - Review the job description
  - Know yourself - prepare to support experience/skills with examples
  - Practice
  - Prepare questions to ask them
    - What do I ask them? Ask questions that are meaningful & impactful
      - Can you describe a typical day/week for this position?
      - What would a successful first year in the position look like?
      - What is the number one priority of the person who accepts this job?
      - How would you describe the work culture? What type of people tend to thrive in this environment?
    - Dress for success - more below

- **During**
  - First Impressions – show up on time, dressed professionally
  - Body Language – smile, make eye contact, have an open body position and avoid fidgeting, slouching or balancing on the back of your chair
  - Answer and Ask Questions – this is your opportunity to find out more about the job or company
  - Appropriate documents – always bring your references and anything else that the interviewer has asked to see
  - Enthusiasm – show your enthusiasm and don’t be afraid to show the employer how interested you are in the position
  - Scent free – be conscious of the scent free environment that we now live in; strong cologne or perfume can be overbearing
  - What NOT to bring – cell phones, drinks, food, gum, parents/friends

- **Questions**
  - The questions are about you
  - Each question is designed to obtain certain information

*Thoughts from the Employer’s Perspective*

- It’s OK to be nervous
- Attitude & GPA are both important
- Hollow or surface answers are not good – dig deeper with your responses
- It’s not really about getting from A to B, it is about HOW you get from A to B
- Use examples from different areas
- Don’t be afraid of silence
After
- Reflect – sit and think about how you did, what you can change, makes notes to follow up on, if necessary
- Send a thank-you letter – this is common practice now and shows the employer that you valued your time with them and the opportunity to showcase your skills
- Follow-up – be in contact to see if they have made a decision (only after sufficient time has passed), fine line between follow-up and nagging – be careful!

Your Attire
A potential employer makes an impression of you during the first few seconds of meeting you. This impression includes judgments based on what they see.

When you walk through the door, it’s you the employer is going to see, not your resume. If you come in looking disorganized and unprofessional, then the interviewer is automatically going to question whether or not the claims that you made on your resume are true or question how professional you are.

If what you are wearing is distracting from what you are saying, it is not working. It’s important to have your own style, but it’s also important to project a professional image.

DON’Ts
- NO Jeans, sweatpants, or leisure suits.
- NO Hats, toques, or bandanas.
- Shirts must be long enough to meet the waistband of “bottoms”.
- Neckline of shirt should not be low cut.
- LABCOAT AND NAMETAG are required for all labs (A labcoat is not an invitation to hide sloppy dressing).
1. What are your strengths?
2. What are your weaknesses?
3. Why are you interested in working for [insert company name here]?
4. Where do you see yourself in 5 years? 10 years?
5. Why do you want to leave your current company?
6. Why was there a gap in your employment between [insert date] and [insert date]?
7. What can you offer us that someone else can not?
8. What are three things your former manager would like you to improve on?
9. Are you willing to relocate?
10. Are you willing to travel?
11. Tell me about an accomplishment you are most proud of.
12. Tell me about a time you made a mistake.
13. What is your dream job?
14. How did you hear about this position?
15. What would you look to accomplish in the first 30 days/60 days/90 days on the job?
16. Discuss your resume.
17. Discuss your educational background.
18. Describe yourself.
19. Tell me how you handled a difficult situation.
20. Why should we hire you?
21. Why are you looking for a new job?
22. Would you work holidays/weekends?
23. How would you deal with an angry or irate customer?
24. What are your salary requirements?
25. Give a time when you went above and beyond the requirements for a project.
26. Who are our competitors?
27. What was your biggest failure?
28. What motivates you?
29. What’s your availability?
30. Who’s your mentor?
31. Tell me about a time when you disagreed with your boss.
32. How do you handle pressure?
33. What is the name of our CEO?
34. What are your career goals?
35. What gets you up in the morning?
36. What would your direct reports say about you?
37. What were your bosses’ strengths/weaknesses?
38. If I called your boss right now and asked him what is an area that you could improve on, what would he say?
39. Are you a leader or a follower?
40. What was the last book you’ve read for fun?
41. What are your co-worker pet peeves?
42. What are your hobbies?
43. What is your favorite website?
44. What makes you uncomfortable?
45. What are some of your leadership experiences?
46. How would you fire someone?
47. What do you like the most and least about working in this industry?
48. Would you work 40+ hours a week?
49. What questions haven’t I asked you?
50. What questions do you have for me?