The 5 Types of Interviews

**Informational**

An informational interview is an interview for *information*—not a job. For example, if you want to learn more about a specific industry or company, you can ask someone who works in that industry or company for an informational interview. In this type of interview, *you* are the one asking the questions.

**1:1**

The 1:1 interview is the most standard type of interview. In this type of interview, a single person at a time will be interviewing you for the job. Over the course of the hiring process, you may have more than one one-on-one interview.

For example, your first 1:1 interview may be a phone screening with someone from HR. Your second 1:1 interview may be an in-person interview with your potential supervisor. And your third one-on-one interview may be with the CEO of the organization.

**Panel**

The panel interview is when you are in a room with two or more people who are interviewing you. In this type of interview, it is important that you write down everyone’s names and job titles as they introduce themselves, and that you make eye contact throughout the interview with each person.

**Case/Presentation**

The case/presentation interview is when a potential employer asks you to solve a problem, propose a solution, or develop a presentation on a specific topic. Large-sized companies who have many applicants favor this type of interview. Diligent preparation and innovative thinking is key to success.

**Over Coffee, Lunch, or Dinner**

Potential employers may invite you to interview over coffee, lunch, or dinner to assess your social skills, etiquette, and whether or not you will be a good “fit” for the company. Typically, these this type of interview is reserved for more senior positions. (Even though the interview may be over a meal, remember that you’re not really there to eat; so order light.)
The 7 Types of Interview Questions

Credential verification

*E.g.*, "What was your GPA?" and "How long were you at _____?" Also known as resume verification questions. Its purpose is to objectively verify the depth of knowledge of the credentials in your background.

Experience verification

*E.g.*, "What did you learn in that class?" and "What were your responsibilities in that position?" Its purpose is to subjectively evaluate features of your background.

Opinion-based

*E.g.*, "What would you do in this situation?" and "What are your strengths and weaknesses?" Its purpose is to subjectively analyze how you would respond in a series of scenarios.

Behavioral-based

*E.g.*, "Can you give me a specific example of how you did that?" and "What were the steps you followed to accomplish that task?" Its purpose is to objectively measure past behaviors as a predictor of future results.

Competency-verification

*E.g.*, "Can you give me a specific example of your leadership skills?" or "Explain a way in which you sought a creative solution to a problem." Its purpose is to align your past behaviors with specific competencies which are required for the position.

Brainteaser

*E.g.*, "What is 1000 divided by 73?" or "How many ping pong balls could fit in a Volkswagen?" or even complex algorithms. Its purpose is to evaluate not only your mental math calculation skills, but also your creativity.

Case

*E.g.*, problem-solving questions like "How many gas stations are there in Europe?" Its purpose is to evaluate your problem-solving abilities.

Source: https://collegegrad.com/jobsearch/mastering-the-interview/the-eight-types-of-interview-questions
14 Tips for a Successful Interview

☐ Research the company before your interview. You need to know as much as possible about the organization—its history, people, mission, vision, values, products, and services.

☐ Prepare your questions in advance (based on your research). Avoid asking questions that are easily answered through the company’s website.

☐ Dress professionally and be neatly groomed.

☐ Demonstrate your time management skills by arriving 5-10 minutes early. Never arrive late.

☐ Turn off your phone. Not silent, not vibrate—off!

☐ Be respectful of everyone you meet—from the parking lot attendant to the person who checks you in to the interviewer.

☐ Carry at least six crisp copies of your resume. Bring a pen, a padfolio or notebook, and a bottle of water.

☐ Show your interest with a firm handshake, good eye contact, and genuine attentiveness to what the interviewer says (aka “active listening”).

☐ Use positive body language: Smile. Sit up straight. Nod attentively. Don’t cross your arms.

☐ Take notes that will help you remember the details of the interview. If you’re interviewing with more than one person, then write down everyone’s name and job title.

☐ Be able to articulate how your skills and experience will apply not only to the job but also to the organization’s present and future needs.

☐ Avoid filler words such as “you know”, “like”, and “basically”. And tighten up your answers by eliminating “uhhs” and “ums”. (This takes practice!)

☐ At the end of the interview, ask about the next steps in the hiring process, and ask for each person’s business card.

☐ Immediately after the interview follow up with a short email thanking the interviewer(s) for their time. (Immediately = same day). Include 1-2 specific things that you discussed in the interview and reiterate your interest in the job.

☐ Write separate, personalized e-mails if there is more than one interviewer. (If you don’t have each person’s email, then include each person’s name on the email and ask that it be shared with each interviewer).

Source: http://www.nacaweb.org/mynace/grab-and-go/14-tips-for-a-successful-interview/
8 Tips for a Successful Phone/Skype Interview

□ Remove yourself from all distractions. Reserve a quiet room that you know has good cell phone reception and/or a strong Internet connection. (ICS has a private meeting room in Administration 152 available for this purpose).

□ Have all your tools in one place:
  • Your resume
  • The position description
  • Pen and paper
  • Company research (with relevant information highlighted)
  • Questions to ask about the company and position
  • A loosely written outline of points you want to make or topics you want to cover
  • A glass or bottle of water

□ Dress the part for the interview, even if the employer can’t see you. Experts say if you’re dressed in a professional manner, you’re more likely to speak that way, too.

□ If an employer calls and wants to do the interview right away (instead of setting up an appointment), excuse yourself and politely and offer to call back five minutes. This will give you time to make the psychological transition from whatever you are doing to your more “professional” self.

□ Stand up to talk. Your position affects the quality of your voice. When you are sitting down or relaxing, you don’t project the same readiness and intensity as when you stand up.

□ Keep your answers brief. Because phone and Skype interviews don’t offer many (or any) body language cues, it’s harder to assess when you’ve given a satisfactory answer. End your response with a question such as “Would you like more details?” or “Does that fully answer your question?”

□ Let the employer end the interview. Then you should say “Thank you for your time,” and reiterate your interest in the position. Ask about the next steps in the hiring process.

□ Immediately after the interview follow up with a short email thanking the interviewer(s) for their time. (Immediately = same day). Include 1-2 specific things that you discussed in the interview and reiterate your interest in the job.

□ Avoid filler words such as “you know”, “like”, and “basically”. And tighten up your answers by eliminating “uhs” and “ums”. (This takes practice!)

Building rapport is another way of saying “building trust” or “building friendship” with someone. Here are some useful tips for quickly building rapport with an interviewer:

- Make sure your hands are dry and warm before you shake hands. Nervous, clammy hands? Run them under warm water or a hand dryer a few minutes before your interview.

- Engage in small talk. Don’t be afraid to ask how their day is going, how their weekend went, or if they saw the big game last night. Seek to find common ground early on in the interview. (Look at their LinkedIn profile beforehand to see if you have common interests and/or connections. Or, during the interview, look around their office for plaques, pictures, or books you might comment on or ask about).

- Practice “mirroring and matching”. Mirroring and matching is the subtle act of copying the other person’s body language, mannerisms, and mood. (The trick is to be subtle).
  
  E.g., If they are leaning forward in their chair, and if you are leaning forward too, this will have a positive psychological effect: both of you are more likely to feel in sync.

  Another example: If they are lighthearted and smile often, but you are serious and expressionless, this will have a negative psychological effect: both of you are more likely to feel out of sync with each other.

- Answer questions by starting with an affirmation. Just like you, the interviewer wants confirmation that they are doing a good job, too! (Sprinkle this technique in 2-3 times at most, not after every question).
  
  E.g., Start your answer by saying “That’s a great question” or “I’m glad you asked that.”

- Ask questions throughout the interview—not just at the end. This is called the Question-Answer-Question method. This will help transform the interview into more of a conversation. (Again, sprinkle this technique in 2-3 times at most, not after every question).
  
  E.g., Let’s say they ask you, “What are your biggest strengths?” First, answer the question and then you might ask, “What strengths does your company most value?”

  Another example: They ask you, “Tell me about a time you took a risk and failed?” Again, answer the question and then ask “Does your company encourage employees to take risks?” or “How does your company respond to failure?”

- Use their name at least once during the interview. “Remember that a person’s name is to that person the sweetest and most important sound in any language” (Carnegie).
  
  For example, you might, at the end of the interview, say, “Sarah, I really enjoyed meeting you today.” or “Have a great weekend, Joe”.

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7 Tips to Build Rapport
**Action Verbs**

Keep an employer’s attention by using persuasive action verbs during your interview.

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Prepared by Internships and Career Services
What Skills Do Employers Care About Most?

Be prepared to give examples of times that you have used these skills.

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<th>ATTRIBUTE</th>
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<td>Ability to work in a team</td>
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# Common Interview Questions

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<th>Specific Examples</th>
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| What do you know about the organization?                    | • What do you think a typical day is like here?  
• What sparked your interest in [this organization]?  
• Do you have any suggestions for how we can make our organization better?  
• What made you decide to apply for this job? |
| What do I need to know about your personal traits or characteristics? | • What is your strongest attribute?  
• What is your greatest weakness?  
• What personality traits make you suitable for this position?  
• If someone said one word to describe you, what would that word be? |
| How do you work with others?                                | • Would you rather be micro- or macro-managed?  
• Tell us about your best and worst boss.  
• What is your ideal work environment? That is, what type of boss/co-workers would you like to work with? |
| What skills do you have relevant to this position?          | • What work experience have you had that is relevant to this position?  
• Tell us about any specialized training or certifications you have.  
• What skills do you think you need to add to your repertoire?  
• How will you get those skills? I know about your college and work background, but what else have you done that would aid us if we were to hire you for this position? |
| What are your personal goals?                               | • Why do you want us to hire you?  
• What is your dream job? How would this position help you get there?  
• What is your seven-year career plan?  
• Do you have plans for graduate school? |
| How much do you know about your specialized area?           | • What are your strongest points with [two specific skills that the job requires]?  
• What are the most important traits of a person in your field? |
| How have you handled specific situations? (Behavioral questions) | • Can you tell me about a time when you effected a change?  
• Give me an example of a situation that didn’t work out well.  
• What have you done that you are most proud of?  
• Tell us about a time when you took a unique approach to solving a problem. |

*Adapted from "The Job Interview," an article by Susan M. Katz in the NACE Journal.*
Preparing Your Answers

The S.T.A.R. Method

The STAR method is a structured manner of responding to a behavioral-based interview question by discussing the specific situation, task, action, and result of the situation you are describing.

**Situation:** Describe the situation that you were in or the task that you needed to accomplish. You must describe a specific event or situation, not a generalized description of what you have done in the past. Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, from a volunteer experience, or any relevant event.

**Task:** What goal were you working toward?

**Action:** Describe the actions you took to address the situation with an appropriate amount of detail and keep the focus on YOU. What specific steps did you take and what was your particular contribution? Be careful that you don’t describe what the team or group did when talking about a project, but what you actually did. Use the word “I,” not “we” when describing actions.

**Result:** Describe the outcome of your actions and don’t be shy about taking credit for your behavior. What happened? How did the event end? What did you accomplish? What did you learn? Make sure your answer contains multiple positive results.

Make sure that you follow all parts of the STAR method. Be as specific as possible at all times, without rambling or including too much information. Oftentimes students have to be prompted to include their results, so try to include that without being asked. Also, eliminate any examples that do not paint you in a positive light. However, keep in mind that some examples that have a negative result (such as “lost the game”) can highlight your strengths in the face of adversity.

**SAMPLE STAR RESPONSE:**

**Situation (S):** Advertising revenue was falling off for my college newspaper, The Review, and large numbers of long-term advertisers were not renewing contracts.

**Task (T):** My goal was to generate new ideas, materials and incentives that would result in at least a 15% increase in advertisers from the year before.

**Action (A):** I designed a new promotional packet to go with the rate sheet and compared the benefits of The Review circulation with other ad media in the area. I also set-up a
special training session for the account executives with a School of Business Administration professor who discussed competitive selling strategies.

**Result (R):** We signed contracts with 15 former advertisers for daily ads and five for special supplements. We increased our new advertisers by 20 percent over the same period last year.

Source: https://www.vawizard.org/wiz-pdf/STAR_Method_Interviews.pdf

The P-A-R Method

Use real-life examples of what you’ve done previously that have prepared you to be successful in your new role. People inherently know that past behavior and performance predicts future behavior and performance. So make sure you focus on telling the interviewer about specific accomplishments that will help you be successful at their company.

**Problem:** Clearly outline what was going on in the company that needed to be addressed

**Actions:** Step by step, what did you do to affect the problem? Talk about time frame, systems and software you used, specific clients or vendors involved, internal teams you worked with, budgets, and challenges along the way.

**Results:** Ultimately, how did your actions impact the company? Talk about how you increased revenues, reduced costs, saved time, increased efficiency, etc. These quantifiable results will ultimately be the reason you win the job over someone else.

**SAMPLE P-A-R RESPONSE:**

**Problem (P):** In my student club, my main responsibility was to manage the big fundraising event. We were given 10 months and a budget of $1,000. Our goal was to raise $2,000.

**Action (A):** My first step was to map out the milestone dates utilizing the Basecamp project management tool, then we began event planning with the creative and marketing teams. Then I worked with the Student Affairs office to reserve space on campus and secure sponsorships from Trustee members.

**Results (R):** We ended up spending only 90% of our budget and we exceeded our fundraising goal by $500. We achieved this through strong social media marketing and word-of-mouth. We used the funds we raised to purchase tickets to an industry conference.

The answer you give should be about 2 minutes. And you could use this same P-A-R story to answer a question about your management skills, how you work with a team or anything else!

Source: http://mazurgroupla.com/interview-tip-prepare-p-a-r-stories/
Practicing Interviewing

By yourself, in front of a mirror

Practice answering common questions by yourself in front of a mirror. Use notes until you have your answers more or less committed to memory.

With a friend or family member

Ask someone in your network, who you trust to give you honest feedback, to practice interviewing with you.

Record a mock interview

A mock interview is when you ask someone to pretend to actually interview you, for a specific position, and you record the interview for analysis afterwards.

Menlo College offers recorded mock interviews through both the Oral Communication Center and the Internships & Career Services office, but you can ask anyone in your network to do a mock interview with you.
Dressing for the Interview

**Dress for Success!**

A GUIDE ON HOW TO DRESS FOR YOUR NEXT JOB INTERVIEW

**Business Professional**

JOB INTERVIEWING ATTIRE

- CLOTHES SHOULD BE:
  - SOLID, DARK OR NEUTRAL COLORS
  - LIGHT COLORS CAN BE WORN UNDERNEATH
  - NO STRIPES OR BRIGHT PRINTS/COLORS

- SHOES SHOULD BE:
  - CLOSED-TOE HEEL OR DRESS SHOES

- SUIT JACKET & PANTS/SKIRT
  SHOUL be MATCHING COLORS

- PERSONAL ITEMS & CELL PHONES
  Keep cellphones turned off and out of sight with personal items

- BRING ESSENTIALS ONLY!

**Business Casual**

DAILY WORK ATTIRE

- BUSINESS CASUAL COLORS & STYLES
  - NICE PANTS/SLACKS
  - DRESSES
  - NO JEANS, SHORTS, SUNDRESSES OR ATHLETIC WEAR

- SKIRTS & DRESSES
  should be knee length when standing and thighs covered when seated

- TIES
  Optional

- JACKETS & SHOES
  Blazers & cardigans with flats, boots, closed-toe shoes, or comfortable shoes for walking in

**General Recommendations**

IT’S ALL ABOUT THE FIRST IMPRESSION

- CLOTHES SHOULD BE:
  - TAILORED
  - IN GOOD CONDITION
  - WRINKLE & LINT FREE

- HAIR
  Well groomed hairstyle

- NAILS & MAKEUP
  Natural in style

- JEWELRY & FRAGRANCE
  Wear moderate jewelry with mild fragrance

- PIERCINGS & TATTOOS
  Align to company culture or standards

- BELTS
  Belts should match the color of your shoes and attire.

Infographic courtesy of Stetson University.
After the Interview: Next Steps

☐ Immediately send a thank-you email to each person you interviewed with. (Immediately = same day).

☐ If you don’t hear from them by the date they said they would get back to you, then send a follow up email. A good rule of thumb is to follow up no sooner than 10 business days after your interview. (This is why it’s important to get next steps and contact information at the end of your interview).

☐ If they offer you the internship/job, do not accept it immediately. First, confirm the starting salary/wage, vacation and sick time, and health benefits package. If the job offer is to your satisfaction, then accept the position. It is perfectly acceptable to wait 24 hours to consider the offer and talk it over with trusted people in your network.

☐ What if they offer you the job, but you have an interview scheduled with another employer, and you are more interested in that position? You can politely ask when they need a decision by, or you can be blunt and tell them that you are still interviewing and will make a decision in X number of days. (Employers know that you are likely interviewing with multiple other employers; they expect you to, and it is okay to tell them that you are).

☐ What if they don’t offer you the job? Here are some common reasons an employer may not offer you the job:
   • Had strong competition, and someone more qualified than you was offered the job
   • Did not clearly and persuasively express why you were interested in the position
   • Did not immediately send a thank-you email
   • Made a bad impression: Did you come across in your interview as overbearing? aggressive? conceited? negative? unfriendly? lacking confidence?
   • Asked inappropriate or poorly conceived questions
   • Gave inappropriate answers or seemed unprepared to answer common questions
   • Demonstrated a lack of knowledge about the industry, company and/or position
   • Dressed unprofessionally and/or were poorly groomed

☐ If you’re not offered the job:
   • Ask for feedback on your interview performance (but be prepared for this request to be politely declined)
   • Ask if you can connect with them on LinkedIn for potential future opportunities
   • Send an email thanking them for their consideration

☐ “On to the next one” as Jay-Z would say. Keep submitting applications until you land the job or internship you want.
Networking

Did you know that between 40-60% of job seekers find a job through a personal or professional connection? That’s the power of networking! Here are some simple and effective tips for your next networking event. And remember, your network is your net worth!

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| **1** | **DO YOUR HOMEWORK** –
|   | RESEARCH ATTENDEES, SPONSORS, AND KEYNOTE SPEAKERS. YOU CAN’T TALK TO EVERYONE, SO IDENTIFY WHO YOU NEED TO MEET. |
| **2** | **READ THE FRONT PAGE OF THE PAPER** –
|   | YOU SHOULD KNOW WHO WON LAST NIGHT’S GAME, LOST THE ELECTION, WENT OUT OF BUSINESS, FILED FOR AN IPO... IT’S CALLED SMALL TALK! |
| **3** | **PRACTICE YOUR HANDSHAKE** –
|   | TOO FIRM? TOO SOFT? TOO LONG? TOO SWEATY? GRAB A FRIEND AND PRACTICE TO GET IT RIGHT. |
| **4** | **DRESS THE PART** –
|   | COCKTAIL ATTIRE? BUSINESS FORMAL? BATHING SUIT? ACCESSORIES ARE CONVERSATION STARTERS! LAPEL PINS, BROOCHES, WATCHES |
| **5** | **MIRROR AND MATCH** –
|   | PRACTICE THE *SUBTLE* ART OF “MIRRORING” OTHER PEOPLE’S BODY LANGUAGE, MANNERISMS, AND MOOD. REMEMBER, *SUBTLE*. |
| **6** | **ANSWER QUESTIONS WITH AN AFFIRMATION** –
|   | EVERY ONCE IN AWHILE THROW IN A “THAT’S A GOOD QUESTION” OR “I’M GLAD YOU ASKED THAT”. THESE TINY COMPLIMENTS CAN GO A LONG WAY. |
| **7** | **USE THEIR NAME** –
|   | “THE SWEETEST SOUND IN ANY LANGUAGE IS THE SOUND OF ONE’S OWN NAME” – DALE CARNEGIE |
| **8** | **HOLD YOUR DRINK IN YOUR LEFT HAND** –
|   | YOU SHAKE WITH YOUR RIGHT, RIGHT? SO KEEP IT FREE AND CLEAR! FINGER FOODS? ICY DRINKS? USE YOUR LEFT HAND. |
| **9** | **ASK QUESTIONS** –
|   | NOT SURE WHAT TO ASK? HYPOTHETICALS ARE ALWAYS FUN! TRY THIS ONE OUT: *IF JURASSIC PARK WERE REAL, WOULD YOU VISIT?* |
| **10** | **FOLLOW UP** –
|   | ASK FOR BUSINESS CARDS (AND WRITE A BRIEF NOTE ON THE EACH ONE SO YOU CAN REMEMBER WHAT YOU DISCUSSED). FOLLOW UP THE NEXT DAY. |
Informational Interviewing: How-To

An informational interview is an interview for information—not a job. For example, if you want to learn more about a specific industry or company, you can ask someone who works in that industry or company for an informational interview. In this type of interview, you are the one asking the questions.

You can do informational interviews with anyone! They can be with people close to you, like your parents, family members, professors, coaches, and supervisors. Or, they can be people completely outside your network—people you don’t even know!

Here are several email and LinkedIn templates you can use when reaching out to people you don’t know for an informational interview. Because when you know what (not) to say, reaching out to strangers for your job hunt becomes less awkward and more effective.

THE INTRO EMAIL

Your very first email should be the most thorough, but that doesn’t mean it should be long. Here’s a template you can adapt:

Dear [first name],

My name is Samantha Daniels, and I’m a recent college graduate from Menlo College, which I saw you graduated from as well.

I’m reaching out because I noticed from my research on LinkedIn that you work at Edelman, and your career journey is so inspiring. I’m impressed by how quickly you’ve been able to move up within the last four years after starting as an intern before. That would be a dream come true for me.

It would be great to learn more about your experience in the PR industry and the qualities you feel have helped you become so successful since graduating from Menlo. I’d especially love to hear what it was like starting out as a recent grad and finding your way in the industry.

I would be more than happy to meet you for coffee or at your office or wherever is more convenient for you. Or if you’d prefer a conversation over the phone, please just let me know. I’m very flexible, and even just 15 minutes of your time would be invaluable and greatly appreciated.

Would it be possible for us to find a time to chat?

Thanks so much,
[Your name]

There are three straightforward rules to remember for writing introductory emails like this one:

1. **Keep it short—four paragraphs tops—and specific.** The purpose of this email is to explain how you found them, why they caught your interest, and what you’d like to discuss with them, without overloading them with too much information.

   Start off with who you are and what you have in common. This helps the person feel comfortable and (hopefully) makes them want to continue reading. Plus, relaying why you’re attracted to the person will make later conversations and interactions more sincere and authentic.

   But to be clear, your reason for reaching out should be more than, “Can you help me land my dream job?” or, “Will you hire me?” Avoid any wording that sounds like you’re asking for a job interview.

2. **Do your research and share what caught your attention.** It could be something that inspires you, intrigues you, or motivates you about their career journey. By being explicit about what caught your eye, you’ll have greater chances of building mutually beneficial and genuine relationships with the right people—rather than firing off dozens of scattershot messages to the wrong ones.

3. **Always close with a question.** In the last paragraph, be sure to always make the ask. Ask to meet in person if you live in the same city, or suggest a phone call if that would be more convenient.

   When asking for a meeting or phone call, you want to make it as easy as possible for the person to say yes without having to do too much thinking. Remember, this person is probably busy. The last thing you want is for them not to respond because you made them think twice about how easy it’ll be to fit you into their schedule. That’s why closing the email with the question, “Would it be possible for us to meet?” works, because they can easily reply, “Yes!”

   Don’t worry about the specific time and location of the meeting just yet; you just want them to agree to talk with you first. Fingers crossed, once they do, you can then share times that work best for you.

**THE SCHEDULING EMAIL**

If you reach that stage, congrats! The key here is not to overthink it. Once someone has offered to meet up or chat, keep your second email limited strictly to pinning down logistics. Resist the
temptation to dig into any of the topics you’re planning to discuss face-to-face (that will be your chance to impress them, not right now). Try this:

Hi [first name],

So great to hear from you! I would love to meet next week. I’m happy to find a location that’s most convenient for you. I’m free after 5 p.m. on Monday and I’m pretty flexible on Tuesday and Wednesday, but if another day works best I can work around your schedule.

Looking forward to meeting you soon,

[your name]

Done! Leave it at that.

THE FOLLOW-UP EMAIL

However, if you don’t receive a response in one to two weeks, don’t take it personally, and don’t be afraid to follow up. Chances are the person may have gotten busy, or your email could’ve been buried in their inbox. I can’t tell you how many times I’ve followed up with someone and received an immediate response. Here’s what to say:

Hi [first name],

I hope your week is going well. I wanted to follow up with you to see if you’d be interested in meeting with me. I’m so impressed by [the reason you stated you were attracted to them in the first email], and I’d love to learn more about [the key thing that you initially mentioned].

I’d be more than happy to meet with you whenever is most convenient for you. However, I’m sure you’re busy, so if your schedule does not permit, I completely understand.

Many thanks again,

[your name]

Be sure to also include the previous email beneath your follow-up email to make it easy for them to refer back to it in case they missed it the first time.

Source: www.fastcompany.com/40465285/three-insanely-simple-email-templates-for-networking-with-strangers

THE LINKEDIN NOTE
On LinkedIn, there are two different ways to send messages to people you are not connected to. The first way is to send them a Connect Request and “Add a Note”.

The second way is to be in the same Group as them on LinkedIn; members of the same Group can message each other even if they are not connected.

Hello [first name], my name is Oakie the Intern and I’m a junior majoring in Marketing at Menlo College. I am conducting research on potential career paths after college, and your own career path caught my attention. Would you be open to scheduling 15-20 minutes with me to ask a few questions about your career path? Thank you, Oakie.

SAMPLE INFORMATIONAL INTERVIEW QUESTIONS

• How did you get your start in this field?
• What’s it like working at your company?
• What projects are you working on right now?
• What’s your opinion on [exciting development in the industry]?
• How did you choose this company or position over others in your field?
• What is the most rewarding thing about working in this industry? The most challenging?
• What advice would you give me about how to best prepare for interviews?
• What experiences, skills, or personality traits does your company look for in new hires?
• What do you wish you had done differently when you first started at your company?
• What job search advice would you give to someone in my situation?
• What is a typical day like in your job?
• What do you like most / least about this career?
• Is your job typical of others in this field?
• What are current job prospects like?
• Are there related fields I might want to look into?
• What makes a resume impressive in your field?
• Is my resume appropriate for this occupation?
• How do you stay current in your knowledge?
• What are employers looking for in this career (skills, education, experience)?
• What's the best way to find out about jobs in this field?
• What is the career ladder for this position?
• What would you recommend I do at this point to get into this field?
• What are the future trends for this field?
• Is there anyone else you would recommend I talk to in this field?
• What's the corporate culture like here?
• How do you normally hire for this occupation?
• What is the average turnover in this type of job?
• Which firms/companies do you think are your toughest competitors, and how do they differ from your company?
## Interview and Job Search Resources

### Helpful Online Resources – General

**U.S. Dept. of Labor – O*NET Online** – [https://www.onetonline.org/](https://www.onetonline.org/)


**San Francisco Chronicle – Get To Work** – [https://blog.sfgate.com/gettowork/](https://blog.sfgate.com/gettowork/)

### Helpful Online Resources – Interviewing


**LinkedIn Career Insights** – [https://www.linkedin.com/school/menlo-college/alumni/](https://www.linkedin.com/school/menlo-college/alumni/)

Search for and connect with Menlo alumni (filters include location, company, job title)


Join Toastmasters to improve your public speaking skills

**CNBC’s The Job Interview (TV show)** – [https://www.cnbc.com/the-job-interview/](https://www.cnbc.com/the-job-interview/)

**Job Shadow: Shadow real people’s jobs online** – [https://jobshadow.com/](https://jobshadow.com/)

### Online Job Boards

- **AtoZ Databases**
  - [https://www.atozdatabases.com/home](https://www.atozdatabases.com/home)

- **CalOpps**
  - [https://www.calopps.org/job-search/](https://www.calopps.org/job-search/)

- **CareerBuilder**
  - [https://www.careerbuilder.com/](https://www.careerbuilder.com/)

- **Chegg CareerMatch**
  - [https://candidate.careermatch.com/search](https://candidate.careermatch.com/search)

- **College Grad**
  - [https://CollegeGrad.com](https://CollegeGrad.com)

- **College Recruiter**

- **CrunchBoard**
  - [https://www.crunchboard.com/](https://www.crunchboard.com/)

- **Dice**
  - [https://www.dice.com/](https://www.dice.com/)

- **Equal Opportunity**
  - [https://careercenter.eop.com/](https://careercenter.eop.com/)

- **Glassdoor**

- **Handshake**
  - [https://menlo.joinhandshake.com](https://menlo.joinhandshake.com)

- **Idealist**
  - [http://www.idealist.org/search/v2/?search_type=internship](http://www.idealist.org/search/v2/?search_type=internship)

- **Indeed**
  - [http://www.indeed.com/](http://www.indeed.com/)

- **InternBound**
  - [https://internbound.com/](https://internbound.com/)

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1 Free access for library cardholders. Apply for one here: branch: [https://smcl.bibliocommons.com/locations](https://smcl.bibliocommons.com/locations)

2 Emphasizes companies that value diversity and inclusion
• InternJobs  http://www.internjobs.com/
• Intern Queen  http://www.internqueen.com/
• Internships.com  http://www.internships.com/
• JuJu  http://www.juju.com/
• LinkedIn  https://www.linkedin.com/jobs/internship-jobs/
• LinkUp  https://linkup.com/job-seekers/
• Look Sharp  https://www.looksharp.com/internships
• Monster.com  http://college.monster.com/
• Net Impact  https://www.netimpact.org/jobs
• OPT Nation³  https://www.optnation.com/
• The Muse  https://www.themuse.com/jobs
• Twitter  http://www.twitjobseek.com/
• USA Jobs  https://www.usajobs.gov/
• US Jobs  http://us.jobs/
• Vocate  https://www.vocate.me/
• WayUp  https://www.wayup.com/
• Zip Recruiter  https://www.ziprecruiter.com/

Niche Job Boards and Resources

**Accounting, Finance**
• Association for Financial Professionals – https://www.afponline.org/
• CalCPA – http://www.calcpa.org/classifieds/
• https://www.efinancialcareers.com/
• https://www.financialjobbank.com/
• https://www.onewire.com/

**Business Management**
• Beta Gamma Sigma – https://careercentral.betagammasigma.org/
• https://www.managercrossing.com/

**Entrepreneurship**
• https://www.bwork.com/
• https://nextbillion.net/jobs/
• http://socialgoodjobs.org/social-entrepreneur-job-boards/

**Marketing, Marketing Communications**
• American Marketing Association – https://jobs.ama.org/
• Public Relations Society of America – https://jobs.prsa.org/
• https://www.mediabistro.com/

³ Specific to international students
• http://www.talentzoo.com/
• https://www.krop.com/

**Psychology**
• American Psychological Association – http://www.apa.org/careers/
• Association for Psychological Science – https://jobs.psychologicalscience.org/
• https://www.psyccareers.com/
• https://www.psychologydegree411.com/jobs/
• https://psychologyjobs.com/

**Human Resources**

**Real Estate**
• SelectLeaders Real Estate Job Network – https://www.selectleaders.com/

**Sports Management**
• VIKTRE Career Network – https://www.viktre.com/viktre-careers-13990
• http://www.teamworkonline.com/
• http://www.sportsnetworker.com/work-in-sports/
• https://www.workinsports.com/

**Management Information Systems**
• Association for Information Systems – https://iscareers.aisnet.org/
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| - Visit the Internships & Career Services (ICS) office  
- Create your profile on Handshake » [https://menlo.joinhandshake.com](https://menlo.joinhandshake.com)  
- Meet your academic adviser » whatcanidowiththismajor.com  
- Join a student club, organization, or team » [https://menlo.presence.io/](https://menlo.presence.io/)  
- Volunteer to gain experience » [www.volunteermatch.org/](http://www.volunteermatch.org/)  
- Attend career and networking events on- and off-campus  
- Visit the Bowman Library » [www.menlo.edu/library/](http://www.menlo.edu/library/)  
- Follow us on social media for important updates » @MenloCareerServices | - Identify the career paths you’re interested in » [www.onetonline.org/](http://www.onetonline.org/)  
- Schedule an individual meeting with your career adviser  
- Meet with your academic adviser to confirm your academic major  
- Write a draft of your resume and create your profile on LinkedIn.com  
- Update your profile on Handshake » [https://menlo.joinhandshake.com](https://menlo.joinhandshake.com)  
- Nominate yourself for a leadership position on-campus (club/org/SGA)  
- Conduct informational interviews with alumni and professionals » [https://www.linkedin.com/school/menlo-college/people/](https://www.linkedin.com/school/menlo-college/people/)  
- Volunteer, intern, or work a part-time job to gain experience  
- Enroll in INT120: Career Management in the Workplace (1 unit elective) |
| Year 3 | Year 4 |
| - Attend an Academic Internship Program information session  
- Schedule an individual meeting with your internship adviser  
- Update your resume, LinkedIn profile, and Handshake profile  
- Participate in a mock interview  
- Conduct informational interviews with alumni and professionals  
- Secure a full-time summer internship that is related to your major  
- Complete an interest or personality type assessment » email you career adviser for more information  
- Attend the annual spring Career Fair and career events  
- Begin researching graduate schools and admission requirements » [https://www.usnews.com/best-graduate-schools/search](https://www.usnews.com/best-graduate-schools/search) | - Meet with your career adviser to develop a strategy for your senior year  
- Meet with your academic adviser to confirm all final requirements  
- Secure a part-time internship or job to continue building your resume  
- Create a study plan for the GRE, GMAT, LSAT, etc.; schedule exam dates  
- Conduct informational interviews with alumni and professionals  
- Research market trends and salary expectations for your desired career  
- Update your resume, LinkedIn profile, and Handshake profile  
- Attend the annual spring Career Fair and career events  
- Ask for LinkedIn endorsements and letters of recommendations  
- Complete the First Destination Survey at cap and gown  
- Join the Menlo College Alumni Association LinkedIn group » [https://www.linkedin.com/groups/122948/](https://www.linkedin.com/groups/122948/) |