



ESTABLISHED 1794

Interviewing Tips

Different Types of Interviews

Basic Clarification: The aim is to achieve greater understanding of what you claim on your resume as your education, experience, or accomplishments, as well as your goals and expectations of your manager or the company.

Behavioral: The aim is to test whether you have encountered challenges similar to those anticipated in the work place and how you handled them.

Case Analysis: The aim is to test whether you can comprehend a complex set of facts, create a framework for analyzing them, and arrive at a logical and useful conclusion.

Group Interviews: The aim is to test maturity, self marketing abilities, leadership and team orientation. Conducted as part of the on-site interview, the process may include multiple candidates and interviewers and team building exercises. This process also takes place as part of interviewing meals and receptions.

Three Common Interviewing Mistakes

- 1. Not researching the company.** This does not mean you have to memorize the annual report or the company's web page. Look for current news; www.cnnfn.com, www.smartmoney.com, www.finance.yahoo.com. These sites are great ways to find information on a company and help formulate questions to ask the employer.
- 2. Not having clear goals.** Have a short-term and long-term career goal. You do not have to know what you will be doing every year until you are 40, but knowing what you want to do beyond "just graduating in May/December" is critical.
- 3. Not having business-related answers.** If an interviewer asks you to give an example of your written communications skills, and you answer with "I wrote this paper on Hemingway in English," This doesn't work! Your writing sample should be more business related, dealing with your work experience or work from a student organization that could be business related.

Interviewing Tips

- **Remember that interviewers are looking at you from a different perspective.** "What type of presence does this person have? Would I feel confident placing this student in front of my peers, his/her peers, potential clients and my bosses?"

- **Don't be afraid to clarify a point or question in an interview.** Ask the interviewer to re-read the question or ask specifics.
- **Take something to write with and write on.**
- **Have prepared questions to ask and hints/tips to yourself written down when you go into an interview.** You can also take notes while the interviewer is talking and develop additional questions from information you learn in the interview.
- **If you need to take a moment to think of your best answer, do so.** Interviewers appreciate a well-informed answer versus a rushed response that does not answer the question.
- **Provide detail in your answer.** A “yes” or “no” will not do. Never be afraid to give specifics. Use the STAR Method (Situation, Task, Action, Result).
- **Look over sample interview questions in advance and formulate how you would answer each one.** In this case talking out loud to yourself will be okay!
- **Always be professional,** even when you know the interviewer on a personal level. This includes when writing thank you letters/emails.