

## **Interview Tips**

The information presented below is based on information from other sources. It is a guideline to help you think about your presentation. Individuality is important as is your ability to fit into an organization. Use this as a guideline present yourself as professionally as possible without compromising your individuality.

### **Sample Interview Questions**

- Tell me about yourself.
- What are your strengths and weaknesses?
- What have been your most satisfying accomplishments?
- What were your most and least satisfying jobs?
- How did you get along with your last supervisor and co-workers?
- How well do you work under pressure?
- Why did you choose your major?
- What college coursework did you enjoy the most? The least?
- What extra curricular activities and interests have you been involved in?
- What are your short term and long range career goals?
- Why should we hire you?
- Why do you think you are qualified for the position?

### **Questions to Ask the Employer**

- Would you define the specific job responsibilities?
- Where does the position fit within the structure? (Only if this information is unavailable.)
- Where is the person who previously held the position working?
- What opportunities exist for travel?
- Whom would I report to?
- What are the short and long range plans of the organization?
- When will the decision be made?
- What type of training programs are offered to new employees?
- What opportunities are available for staff development?
- How is the position evaluated?

### **After the Interview**

- Send a thank-you letter to the employer
- Evaluate yourself

### **Dress for Success**

#### ***Men and Women:***

- Conservative two-piece business suit (solid dark blue or gray is best)
- Conservative long-sleeved shirt/blouse (white is best, pastel is next best)

- Clean, polished conservative shoes
- Well-groomed hairstyle
- Clean, trimmed fingernails
- Minimal cologne or perfume
- Empty pockets--no bulges or tinkling coins
- No gum, candy or cigarettes
- Light briefcase or portfolio case
- No visible body piercing (nose rings, eyebrow rings, etc)

***Men:***

- Necktie should be silk with a conservative pattern
- Dark shoes (black lace-ups are best)
- Dark socks (black is best)
- Get a haircut; short hair always fares best in interviews
- No beards
- Mustaches are a possible negative, but if you must, make sure it is neat and trimmed
- No rings other than wedding ring or college ring
- No earrings (if you normally wear one, take it out)

***Women:***

- No high heels
- Conservative hosiery at or near skin color (and no runs!)
- No purses, small or large; carry a briefcase instead
- If you wear nail polish (not required), use clear or a conservative color
- Minimal use of makeup (it should not be too noticeable)
- No more than one ring on each hand

*\*Taken from the University of Wisconsin-Stout Career Services Office  
<http://www.uwstout.edu/careers/interview.shtml>.*