

Interview

- Practice for this in front of a mirror
- Know answers to basic questions:
 - Strengths, Weaknesses
 - Short term goals, Long term goals
 - How would a friend describe you?
 - What is unique about you, in comparison to other candidates?
 - What hobbies do you have?
 - What major projects have you been responsible for?
- Go in with a list of questions in case you are asked
- Meet the interviewer with a handshake, eye contact
- Bring a notebook, pen, folder with you (ideally a portfolio)
- Bring a hard copy of your resume
- Provide a list of references – names, phone numbers, email addresses, relationship
- Look professional: Proper fitting suit, clean shoes, neat facial hair, simple jewelry/makeup/nails
- If you tend to look at your watch often, leave it at home
- Don't bring your cell phone in
- Smile courteously at the receptionist, and every person who passes you
- Remember to make eye contact with the interviewer
- Ask for his/her business card before you leave

Testing

- Be prepared to take a variety of tests
 - Computer Skills, Personality, Aptitude
- Don't worry during the test, and take your time

2nd Interview

- Be prepared to meet more people
- Bring more copies of your resume
- Once again, dress professionally
- Sometimes this is a formality, other times it is to get answers to final questions so the interviewer can ensure they understand your previous answers
- Ask any new people for cards

Importance of a thank you note

- Send a card as soon as your first in-person interview is complete. This shows interest and courtesy
- Follow a 2nd interview with an email thank you. Send one to each person you meet, individually. (no group emails)

Reference Checking

- Go to all interviews with a list of references
- Ideally, 3 professional supervisors, 1-2 personal references
- Make sure that references know their names were given, and that they know you well.

Finally...

- Continue to network
- Don't give up
- Don't count on 1st interview leading to 1st job
- Always maintain a professional appearance (at the bank, grocery store, etc.)
- Keep a list of all contacts organized (in Excel, a 3 ring binder, etc.)