

## **Interviewing: Getting the Position You Want**

**“Finding a job is a learnable skill.”**  
*from Careers in Science and Engineering*

- \* **Perseverance.** It is common to spend months or even more than a year in a job search.
- \* **Networking.** ‘Getting your foot in the door’ is important. Attend job fairs, conferences, and meetings in your area of interest.

### **Purpose/ Goals:**

Interviewee conveys what he/she knows  
Interviewee demonstrates excellent communication skills  
Employer/ interviewee decide if it’s “a match”

### **Tell Your Story:**

An interview is an opportunity to tell your story and to sell your skills.

Take it seriously.  
Be enthusiastic.  
Be specific about your unique contributions to the position.  
Be responsive.  
Be brief.  
Be clear.  
Answer questions with confidence.  
Answer difficult questions with honesty.

### **Follow the “P”s:**

1. Be in Pursuit – take the initiative to job hunt
2. Be Prepared – research the position, the company, the chain of command
  - come with a list of pertinent questions for the employer
  - be ready to answer a variety of questions yourself
  - Practice: rehearse and get constructive feedback
3. Be Prompt – take note of application deadlines; be a tad early
4. Be Professional – in your dress and in your communication
5. Be Polite – listen, make eye contact, use titles to address individuals
6. Be Persistent – don’t give up; follow-up with calls, emails, or letters

### **Don’t Forget:**

\*\* Post-interview follow-ups and thanks are critical!!