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!!