Interview Preparation

Practice

Common interview questions:
- What is your greatest strength/weakness?
- How do you manage multiple projects or demands?
- Describe a difficult work situation or project and how you overcame it.
- How do you evaluate success?
- Describe a time when you had to take initiative.
- Why are you interested in this position and/or organization?
- What are your short and long term goals?

Reflect on skills and experiences you could speak about in an interview.

Consider stopping by the Career Education Office to meet with a Career Adviser for a mock interview.

Research

- Carefully look over the organization website.
- Find the mission statement and see if it matches with your values.
- Based on your research, come up with 5 questions to ask your interviewer about the position and organization.

Prepare

- Review the job description, as well as the resume and cover letter you submitted.
- Plan ahead for the outfit you will wear. Make sure you look professional for your first impression.
- Wear professional yet comfortable shoes.
- Shower and use deodorant. Avoid scented sprays or lotions.
- Limit jewelry, cover tattoos, and use neutral makeup.

Present

- Be aware of your communication style and body language.
- Sit up straight, smile, and shake hands with those you meet.
- Pause to think about the answers to questions rather than using fillers such as “like,” “um,” or “you know.”

Follow-Up

Send a thank you card or email immediately after the interview. Direct a personal note to each individual with whom you interacted and be specific about information you appreciated receiving.

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