INTERVIEW TIPS

Career Services, Franklin Pierce University
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PRIOR TO THE INTERVIEW

- Research the company and learn as much about it as possible.
- Review your skills, interests and career goals to assess how they fit with the position.
- Determine your biggest strengths and weaknesses and how you will address them in the interview.
- Create a list of questions you would like to ask during the interview.
- Obtain good directions and plan your travel time accordingly.
- Check and update your profiles or postings on social networking sites. Many employers routinely check these sites for information on applicants prior to making job offers.

FOR THE INTERVIEW

- Dress professionally for the interview. Choose conservative business attire that is appropriate for the field or industry.
- Avoid wearing too much cologne, make-up or jewelry.
- Plan to arrive about 15 minutes before your appointment.
- Bring extra copies of your resume with you to the interview.
- Bring a copy of your reference list with you to the interview.
- Be friendly and courteous to everyone you meet.
- Have a firm handshake and make eye contact when talking.
- Leave your gum, coffee, cigarettes and cell phone at home.
- Be positive and honest.
- Show enthusiasm and interest.
- Listen carefully to questions and answer clearly and concisely with enough detail to promote your strengths.
• Be prepared to give specific examples of your skills or accomplishments.

• Let the employer bring up the topic of salary and benefits.

• Ask well thought-out questions.

• Clarify the next steps in the search process.

AFTER THE INTERVIEW
• Send thank you notes after your interview. You can send a written note or in most cases, an e-mail thank you would be appropriate.

• Be cautious about posting comments about the interview on your Facebook page twitter account etc.

• Objectively weigh the pros and cons of the job and the company – is it a good fit?

• You may be invited back for a second interview or you may be offered the job or notified that you were not selected.

• If you decide to decline the offer or withdraw from a search, always do so in a professional manner.

• If you are offered the job, you typically can take a few days to think it over before giving an answer.

• The time to negotiate salary, benefits, starting date etc. is when you are offered the job. Applicants are most often in a position to negotiate if they have a special skill or experience that other applicants don’t have. Do your research on typical salaries for the geographic location and field before you enter into any salary negotiations. Employers who are unable to negotiate around pay, may have some flexibility around work hours, starting date, etc. Remember that employers are less likely to enter into negotiations in a tight economy.

• If you are not sure that you want the job, or are waiting to hear back on another application, it is better to decline this job offer than to accept it and then back out of it. If you are honest about the reasons and professional in your approach, it leaves a good impression and could put you in a positive light for future opening with the organization.

For assistance contact Career Services:
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