Job Interview Tips

Your goal for the job interview: sell yourself. You may be the most qualified candidate for the position, but if you don’t interview well the employer may be inclined to hire someone else.

Before the Interview:

- Research the company. Learn everything you can about its, products, services, culture, and market position. Chances are good you will be asked what you know about the firm.
- Know why you are interested in the position and how it fits with your career plans.
- Know why you are the best candidate for the position. Be prepared to detail your skills and explain how cross-over skills might benefit the company.
- Prepare a list of questions to ask the interviewer. This will indicate your interest in the company and demonstrate that you did your research.
- Dress appropriately. Interview dress should be as professional as possible. This includes a full suit for both women and men.
- Bring extra copies of your resume to the interview.
- Review the sample interview questions and determine your answers to typical behavioral and traditional interview questions.
- Practice. Answer sample questions in front of a mirror or with a friend. Take advantage of the video practice interview program at the USF Career Center.

During the Interview:

- Arrive 10–15 minutes early. Allow ample time for parking and any security check-in procedures.
- Use a firm handshake.
- Convey confidence and energy.
- Maintain good eye contact.
- Do not interrupt the interviewer.
- Be honest.
- Ask questions.
- At the end of the interview, ask what the interviewer’s next steps might be.

After the Interview:

- Immediately follow up with a handwritten thank you note. Thank the interviewer(s) for their time and re-state your strengths. Note your interest in working for the company.

Additional Information:

- Register with Employ-A-Bull and check your account often to sign up for on-campus interviews: http://www.career.usf.edu/students/career_connections.htm
- Practice your interview skills with the USF Career Center’s Virtual Video Interviews: http://www.career.usf.edu/students/vvi.htm