

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.



Sample Traditional Interview Questions:

- Tell me about yourself.
- What are your greatest strengths?
- What are your greatest weaknesses?
- What type of work environment do you prefer?
- Why are you the best candidate for this position?

Sample Behavioral Interview Questions:

- Tell me about a time when you were faced with a stressful situation that tested your patience.
- Give an example of when you had to use good judgment to solve a problem.
- Describe a time when you had a very hectic deadline and had to prioritize your tasks.

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>