

BETHEL UNIVERSITY

Career Services

Interview Advice

Maybe you've had 50 interviews or maybe this is your first one. Either way, it's important to be prepared and to know what to expect. Remember, this is your chance to illustrate your strengths and show the employer how you can benefit their workplace. Some things to keep in mind:

- Ø **Do your research.** Spend some time learning about the position and employer. Being able to answer questions like "What do you know about our company?" and "Why do you want to work here?" are crucial for a successful interview and may help distinguish yourself from other applicants.
- Ø **Be on time, or better yet, be early.** Plan to arrive at least 10-15 minutes early. Visit the location prior to the interview and assess the parking, traffic, and building. Allow time for unexpected occurrences. Bring a notepad, pen, work samples, and extra copies of your resume.
- Ø **Know your non-verbal behavior.** It's important to appear professional and attentive. Use a firm handshake. Remember to smile and nod at appropriate times. Be aware of your eye contact, posture, voice tone, and potential nervous mannerisms. Remain calm and
- Ø **Emphasize your skills, training, and experiences.** When appropriate, share examples and stories of prior work/professional experience as it relates to the current position.
- Ø **Focus on your professional and education achievements.** Employers want to know if you can succeed in their workplace. Refrain from revealing personal information that may weaken your chances of being hired.
- Ø **Never slight a former employer, colleague, teacher, or institution.** If you speak negatively about past employers, then the interviewer may wonder if you'll do the same about them. Stay positive.
- Ø **Send a thank you note.** It's polite to follow-up with a thank you note within 48 hours of the interview. If communication has been mostly email, then a thank you email is appropriate. If there were several interviewers, a group thank you is suitable, but individual thank you notes are more personal.
- Ø **Be confident.** Remember, you have great skills and strengths to offer. A confident demeanor goes a long way.