



Interviewing Tips for Success

Interviewing can be a terrifying experience for any job seeker. Preparation is the key to success.

1. Do your research:
 - Research yourself via Google, Facebook, Twitter, etc.
What's out there in the public domain that you need to be prepared to answer?
 - Research the company via their website, publications, annual reports, etc.
How can you work their mission statement, goals, and strategic plan into your answers?
 - Research your interviewer (hopefully you will know who this is before your interview).
How do they fit into the company structure? Would this person be your boss? Are they a recruiter?
2. Preparations:
 - Record yourself via your smartphone or other means.
Listen for "like"s and "umm"s, for tone, for confidence. Especially important for phone interviews.
 - Plan your attire ahead of time; stick to neutral/calm colors; cover tattoos; BE CLEAN.
Make sure all parts of your attire are clean and pressed, women: avoid bright colors and distracting jewelry and make up, men: get a haircut, polish your shoes and make sure you know how to tie a tie.
 - Always have a question (or two or three) prepared for your interviewer.
Most interviews end with a time for you to ask questions – this is a great way to show interest, awareness, and strength...and put to use that research you did in area #1 above.
3. Common interview questions for which you should always prepare:
 - Tell me a little bit about yourself. *LIMIT THIS TO 60-90 seconds and practice!!*
 - What are your greatest strengths and weaknesses? *Everyone has a weakness or two, but how can you frame them positively?*
 - What kinds of books and other publications do you read? OR – alternative - What's the last thing you read outside of class assignments? *As a current student, they expect you to have a strong answer – doesn't have to be a book/publication in your field. Helps to show your interests and passions outside of your field.*
 - What interests you about this job? *Be honest and use your research from area #1.*
 - Why should I hire you? *It's ok to brag on yourself – you need to stand out from the crowd.*
 - Give me an example of a problem you have faced and how you went about solving it. *This is a great question to see how you handle pressure and adversity – give truthful examples (without getting too personal) and tangible results/solutions.*
4. Visit the Hendrix College Office of Career Services for help with any of these tips, questions, and more. Schedule an appointment by calling 501-450-1440 or emailing careerservices@hendrix.edu. We are here to help you prepare and do your best for any type of interview. We also provide interview rooms that you can book for a quiet place to have a phone or Skype interview. Those rooms can be reserved by contacting us via the information above.