



Interviews: Clearing the Question Hurdles and Finishing First



Presented By:

Maya Prunty
Talia DeBey
Emily Ferrell
Rachel Gray

Elyse Johnson
Alara Pearce
Molly Varozza
Griffin Davies



Overcoming Interview Hurdles

One Jump At a Time



1. Plan



- A. Research company profile, mission statement, job description, average salary, culture, rate of turnover. websites: collegegrad.com glassdoor.com hoovers.com
- B. Appropriate Attire for job interview, low distraction, professional

2. Prepare Materials



- A. Cover Letter of Interest in Position: Your First Impression!
- B. Resume: Who you are, not what you want! Include contact info, Personal Statement, Skills/Qualifications, Education, Related Experience, Comm Service
- C. Letters of Reference: Minimum one month notice, provide detailed resume, stamped and addressed envelope

3. Practice



- A. Greeting: handshake, Introduction
- B. Your Answers: What are they looking for? What are your strengths - 3 Characteristics? What sets you apart from other candidates?

4. Perform



- A. Arrive on Time, smile, make eye contact
- B. Answer questions directly, highlighting your strengths
- C. Your Questions for them: Opportunities for growth? personal development? Ask questions that demonstrate your knowledge of the company and position
- D. Leave materials with them

5. Post Evaluation & Personal Thank You



- A. Evaluate your performance
- B. Write thank you note for interview

Good Luck and Congratulations on Your Win!

Resources: www.careerservices.calpoly.edu, <http://www.ca4h.org/files/51307.pdf>,
www.indeed.com, www.glassdoor.com, www.monster.com, <https://collegegrad.com>, Hoovers.com