**INTERVIEWING TIPS**

1. **Dress your best.** Most employers expect you to be at your best during the interview. Also, make sure you set out your interview attire at least two days prior to the interview. This will give you time to look at your clothing and have it pressed, cleaned, or replaced if necessary.

2. **Get to the interview early** – 15 minutes is about right.

3. **Research the company.** Answer their questions in a way that addresses their needs. Do your best to know what the culture is like, what the job requirements are, and what tasks are involved. This will help you focus your answers.

4. **Be prepared to ask questions.** Asking the employer questions will help you decide if the company is right for you, as well as show that you are interested in learning more about their company.

5. **Prepare for the interview questions.** Most interviewers are asking these four questions: What are your strengths and weaknesses? What are your goals? What are you accomplishments? What are your salary requirements? Some firms are asking behavioral interviewing questions: Tell me about a time when you ___________________. How did you handle this situation? Some are asking questions directly off of the resume. Be prepared for anything.

6. **Bring a thin portfolio with a pad of paper and a pen in it.** Going into an interview with nothing in your hands makes you look unprepared. However, I would not go into the interview with a brief case; this is too much. You can use the portfolio to take notes and to hold a list of questions that you might want to ask. You can also keep a few extra copies of your resume and reference sheet in the portfolio just in case they ask for either.

7. **Bring the interview to life** by sharing examples, stories, and specifics when appropriate. You can’t do this with every answer, but you can share this information at key points throughout the interview. These things will be remembered.

8. **Sell the things that are unique about you** – the things that 90% of your competitors don’t have. What is it about you that makes you unique and will be valued by the employer? Make sure you sell this aspect to the employer. This will make you stand out. Of course, make sure the unique skill, experience, etc. that you focus on is valued by the employer.

9. **Close the interview.** After asking your questions, you can say that you don’t have any more questions but you are very interested in their company and you believe you have the skills/experience to make a strong contribution to their organization. You can then close by saying that "I hope you agree with me and have me back for a second interview" or "I hope you agree with me and I hope you make me an offer."

10. **Send a thank you note.** If a decision will be made quickly, send a thank you note via email. If you have some time, it is nice to send a hard copy thank you note. This might stand out a little more. For more information on thank you notes, please see:
    [http://www.bren.ucsb.edu/career/mesm_students/job_search/thank_you_notes.html](http://www.bren.ucsb.edu/career/mesm_students/job_search/thank_you_notes.html).

Please see the Bren Career Development link on interviewing:
[http://www.bren.ucsb.edu/career/mesm_students/job_search/interviewing.html](http://www.bren.ucsb.edu/career/mesm_students/job_search/interviewing.html).