



OFFICE OF
CAREER SERVICES

What are Interviewers Looking for from You?

Personal Appearance

A neat, attractive appearance makes a good impression and demonstrates professionalism.

- ☑ Get a good night's sleep.
- ☑ Take a shower, shave, brush your teeth, use mouthwash and deodorant.
 - Avoid strong aftershaves, colognes, or perfumes.
 - Do not chew gum or eat candy during the interview.
- ☑ Make sure that your nails are free of dirt and trimmed.
 - We tend to speak with our hands and imperfections can be noticeable.
- ☑ Make a special effort with your hair and face the morning of the interview.
 - If you need a haircut, go out and get one a few days before hand.
- ☑ Before you buy an interview outfit, look at yourself in the mirror, standing as well as sitting.
 - Do not let your interview be the first time that you wear this outfit - even if it means wearing it around your house for a few hours. Make sure that you are comfortable.
 - Walk around in it and learn which is the most comfortable way to sit down in it.
 - Make sure that it is pressed and wrinkle free.
- ☑ Accessories
 - Wear a watch to make sure that you will be on time for the interview.
 - Avoid wearing anything that will distract the interviewer's attention.
 - Remember, you are trying to look professional, not like you are going out with friends on a Friday night.
- ☑ Bring with you:
 - The name of the person you are interviewing with and the address where you are going
 - A copy of your resume and your references page.
 - Samples of your previous work
 - Paper and a pen that works

Men:

- ☑ If you have a beard or mustache, they should be neatly trimmed.
- ☑ If you have any visible body parts pierced, most experts recommend removing all jewelry, including earrings.
- ☑ The standard job interviewing attire is:
 - a conservative dark navy or gray two-piece business suit (of natural fibers, such as wool, if possible),
 - a white long-sleeved button-down dress shirt,
 - a conservative silk tie (that matches the colors in your suit),
 - and nicely polished dress shoes, with a coordinating belt.
- ☑ If you do not own a suit, or the company is a bit more informal, then you should wear:
 - a conservative sports coat (no plaids or wild patterns and preferably a dark color),
 - nicely pressed dress slacks,
 - a white long-sleeved button-down shirt,
 - a conservative silk tie,
 - and nicely polished dress shoes, with a coordinating belt.

Women:

- ☑ If you do not usually wear a lot of make-up, today is not the day to start. Make-up should enhance your appearance.
- ☑ If you have long hair, it may be better to pull it off of your face.
- ☑ The standard job interviewing attire for women:
 - should lean towards the conservative side in dark navy, black, or gray
 - colors like brown, dark plum, dark green, camel or beige are also feasible.
 - Should project a professional image
 - your shoes should also be a conservative, clean and polished, low to medium heel that coordinates with your outfit.
 - your earrings should be conservative in nature
 - your purse should coordinate with your suit- but there is not need to carry both a purse and a briefcase/bag – stick to the essentials only.

Lastly, if you look neat and clean, the impression will be that you take pride in yourself and your work. If you tend to look and act like a slob, your employer will get the impression that you will be producing sloppy work.

And remember the best piece of advice: "Dress not for the job you are in now, but for the job that you are hoping to attain."

Personality

Show ambition, poise, sincerity, trustworthiness, articulateness, analytical ability, initiative and interest in their company. Some companies look for a specific personality, style, appearance, ability or technical skill. Always check the job specifications. Do not waste time and energy trying to get a job you can't do or for which you don't have the minimum qualifications.

Work Experience

Be able to articulate the important aspects of your work experience. If you are a new graduate and do not have a lot of experience, talk about the opportunities you had to develop your communication, organizational and time management skills through other areas such as clubs, intramural sports, or in group projects in class. Give concrete examples of your skills and abilities. This will give the interviewer all the information he needs to make you a job offer.

Verbal Communication Skills

The ability to express yourself articulately is very important to most interviewers. This includes the ability to listen effectively, verbalize clearly, and express yourself confidently.

Skills

The interviewer will evaluate your skills to do the job such as communication, organizational and time management skills. It is important to emphasize the skills you think the employer feels is needed to successfully fill the position.

Knowledge of Interviewer's Company and Industry

You are expected to have a basic knowledge of the position and the company you are interviewing for. Don't ask questions you could have found answers to in printed materials made available to you. Besides, if you want the job you are interviewing for, you should know what you are getting yourself into beforehand.