



UNION UNIVERSITY

VOCATIO CENTER *for*
LIFE CALLING *and* CAREER

Interviewing Tips: Secrets to a Successful Interview

Before the Interview

- Double check the scheduled interview appointment time.
- Know the interviewer's full name, correct pronunciation and title.
- Obtain information about the company before the interview.
- Prepare several questions to ask during the interview to help gain a better understanding of the position and the company.
- Prepare extra copies of your résumé, examples of your work, transcripts and certificates.
- Take along a pen and paper for note taking.

Day of the Interview

- Arrive for the interview 10-15 minutes early.
- Dress in formal professional business attire.
(Men: Dark Pant Suit; Women: Dark/Camel skirted-suit (knee-length or long skirt); Men and Women: Wear collared white shirt or blouse; Men: Tie should be conservative, but interesting.)
- Men be cleanly shaven and get a neat hair cut/trim; Women have a neat hair cut or pull back long hair in a sleek bun or ponytail (no hair should be static-raised or out of place).
- Women take an extra pair of flesh-tone pantyhose.
- Have fresh breath; NO GUM!!!

During the Interview

- Greet the interviewer with a firm handshake, a smile and look into his/her eyes.
- Project a positive attitude and enthusiasm for the interview opportunity.
- Be yourself and smile.
- Do not be in a hurry. Take the time to think before you speak.
- Wait until invited to take a seat.
- Sit comfortably, but be composed.
- Respond concisely, truthfully and in a friendly manner.
- Try to relax and use deep breathing techniques as a comforter.
- Look at the interviewer when speaking.

Writing the thank-you note after the interview

- Use a good quality note paper and matching envelope.
- Handwritten notes are preferable unless your handwriting is illegible or sloppy. If so, type them.
- Unless you already know the person you are thanking, do not use their first name.
- Include the date.
- Keep the note short and friendly. This is a thank-you for what they did, not a hard-sell pitch for what you want. As appropriate, be specific about when you will next contact them.
- Sign the note using your first and last name. Avoid initials.
- Write and send your note within 24 hours.

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