

Interviewing Guide

Top tips for tackling any interview!



We are excited to support you through your interview preparation!

To help you prepare for our conversation, here are some quick tips to get you in the right mindset.



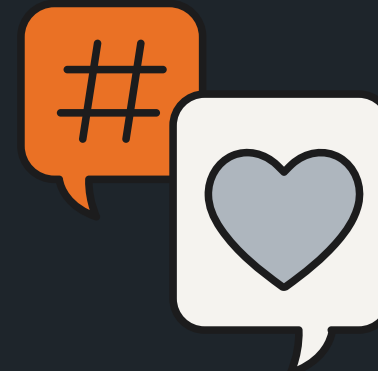
Keep these tips in mind!



Before the Interview



During the Interview



After the Interview



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Before the Interview



Pre-Interview

VIRTUAL:

Research,
create your notes!

Get the basics about the company and role you're applying for.

Interviews are a two-way street. Prepare any questions you might have for your interviewer, too.

Explore the app
you will use.

Most interviews nowadays are conducted online.

Familiarise yourself with what you're going to use to lessen technical difficulties.

Make sure your audio
and video are working.

Test your setup at least a day before your interview. If your app allows it, try to join the meeting link early to check your headset, microphone and camera.

Practice meditation or
calming techniques.

A few hours before your interview, do something that calms you. Being collected will help you process the conversation better!

Pre-Interview

IN-PERSON:

Research,
create your notes!

Get the basics about the company and role you're applying for.

Interviews are a two-way street. Prepare any questions you might have for your interviewer, too.

Arrive
15 minutes early

Make sure you have the correct address and location of your interview.

Consider parking and traffic time into your commute.

Personal
Portfolio

You should have copies of your resume, questions you will ask, pen and paper.

It is recommended to have a folder or binder to keep your documents in.

Practice meditation or
calming techniques.

A few hours before your interview, do something that calms you. Being collected will help you process the conversation better!

Professional Attire

FEMININE

Have a well-groomed hairstyle and wear minimal and natural-looking makeup.

Wear a conservative suit or dress in black, navy, or dark grey.

Pair your suit with a neutral color blouse.

Skirt length should fall just at or barely above the knee. Pants should be hemmed to skim the top of your shoes.

Closed toe pump or low-heeled shoe that matches your suit. Hosiery should be plain or neutral.



MASCULINE

Have a well-groomed hairstyle and facial hair.

Wear a conservative suit or dress in black, navy, or dark grey.

Choose a conservative tie, something with a small pattern or stripes.

Pair your suit with a neutral color long sleeved tailored shirt.

Wear dark, polished dress shoes and a matching belt

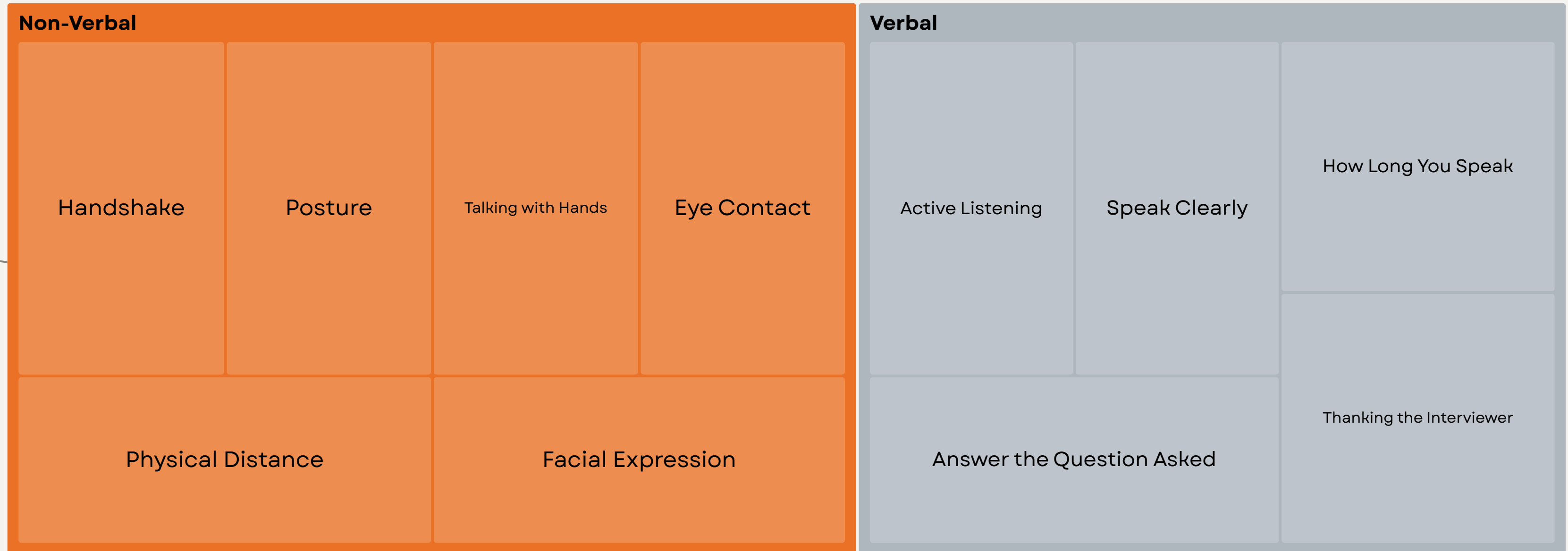


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Types of Communication



Types of Questions You Could be Asked

- Tell me about yourself and why you're interested in this position.
- Do you prefer working alone or with a team?
- Tell me about a time when you had to plan an event or get together and how it went.
- Tell me about a time when you had to deal with a difficult student or customer.
- Tell me about a time when you had to design marketing for an event?
- Tell me about a time when you received difficult feedback?
- Tell me about a time you were very successful and what you think contributed to your success.
- Tell me about a time when you had to assist a friend or classmate?
- Tell me about a time when you worked with someone who was difficult to get along with.
- What attributes make a good coworker?
- Tell me about a time when you disagreed with your supervisor.
- What is important to you in a supervisor? How about a team?
- Tell me about a time that you failed.
- Tell me about a time when you had to be creative to solve a problem.
- If you had to choose one, would you say you are big picture oriented, or a details person? Why?
- Describe the most significant written document or presentation you've written or presented. Who was your audience? What was the outcome of your communication/presentation?
- Tell me about a time where you had more to do than time allowed.
- What methods do you use for organization and time management?
- If I talked to your current supervisor, what will they tell me about you?
- Where are you headed in the long run?
- Is there anything else we should know about you?
- What questions do you have for me?



Types of Questions You Could Ask the Employer

- What kinds of assignments might I expect during the first six months on the job?
- What would a typical workday look like?
- Does your company encourage further education? How often are performance reviews given?
- What products are in the development stage now? Do you have plans for expansion?
- How do you feel about creativity and individuality?
- In what way does a career with your company differ from one with your competitors? (Just make sure you know the competitors)
- Is this a new position or am I replacing someone?
- What is the largest single problem facing your department now?
- What do you like best about your job or company?
- Do you fill positions from the outside or promote from within first?
- What characteristics do the achievers in this company seem to share?
- Where does this position fit into the organizational structure?
- What is the next course of action? When should I expect to hear from you, or should I contact you?



During the Interview



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Interview Proper



Establish a connection
with your interviewer.

1

BE PUNCTUAL.

Enter the meeting link ahead of time and re-test your setup.

2

BE POLITE.

Greet your interviewer professionally and amicably using their correct title.

3

BE PREPARED.

Expect both easy and challenging questions and respond to them honestly.

4

BE POSITIVE.

Nothing beats a positive attitude and atmosphere, so be approachable. Don't forget to smile!



After the Interview



Post-Interview

WRAP UP THE EXPERIENCE!

| | |
|--|---|
| For your interviewer | Send a thank you note to express gratitude for the interview experience. |
| For the position you're applying for | Note what you've learned about the role and follow up with the interviewer about the next steps for it. |
| For yourself | Reflect on how your interview went and how you could continue to improve. |



Salary Negotiation

YOU'VE BEEN OFFERED A JOB, BUT...

RESEARCH

It is important to know average salaries for your industry and your region. Reach out to those in your network and ask them to provide salary ranges for positions in their field. Asking for a range rather than a specific salary will make your contact more comfortable providing you information.

SET BOUNDARIES

Decide a desired salary as well as a rock bottom salary. Choose these numbers based on your research, cost of living of the region, and other budgetary needs.

SEND YOUR REQUEST

Send a range rather than a specific amount.



What If I Don't Hear From the Employer?

Before your interview ended, your interviewer should have informed you of the organization's follow-up procedures from whom (a person who interviewed you or someone else), by what means (phone, email, etc.), and when you would hear again from the organization. If the interviewer did not tell you, and you did not ask, use your follow-up/ thank you communication to ask positively and politely.

If more than a week has passed beyond the date when you were told you would hear something from the employer (and barring some major event in the news like a merger or acquisition or other event that would be taking employees' attention), call or email to politely inquire about the status of the organization's decision-making process. Someone (or something) or an unexpected circumstance may be holding up the process. A polite inquiry shows you are still interested in the organization and may prompt the employer to get on schedule with a response. In your inquiry, mention the name of the person who interviewed you, the time and place of the interview, and the position for which you are applying, and ask the status of your application.



Remember practice
makes perfect, but
practice also experience.

We believe in you as you prepare for upcoming
interviews!

