

INTERVIEW TIPS AND SUGGESTIONS

Preparing for the interview

- Do research. You should already have some background on the company, but now that you have the interview, do even further research. Spend more time on their website and social networking sites to finding out what they do and why you will benefit their organization. You may also now have the names of people you are meeting with. Try to learn about what they do within the organization and any professional affiliations.
- Know the ins and outs of your résumé. The interviewer may ask about everything on it, so be prepared to talk about everything.
- Make a list of all of the requirements mentioned in the job description then, next to the requirement, list your qualifications. If there is a requirement that you don't have a qualification for, you should prepare for how you are going to address that requirement in case it comes up in the interview.
- Prepare a list of questions to ask at your interview. This could include asking about more details on a specific task you found interesting on the job descriptions. Anything that shows interest in the organization or the position is good.
- Dress appropriately. Dress may vary depending on the organization, but no matter what, dress professional. If you know the people at the organization wear jeans and T-shirts, you should still dress in business attire. Maybe not a nice shirt and tie, but for sure not a T-shirt. You should always overdress.
- Bring a hard copy portfolio (samples of your work in a portfolio case and/or reel) as well as a laptop to show your online portfolio. Also, bring extra copies of your résumé and your reference list and consider bringing smaller versions of your hard copy portfolio (a few of your best written pieces or an extra DVD with your reel) that you are comfortable leaving with an organization in case they ask to keep some of your samples.
- Bring something to take notes with during the interview.

- Think about the bag you will bring in with you. It should be professional looking and appropriate for the workplace.
- Know where are you going and who to ask for. You may want to map out your route and know exactly how long it takes to get there. Build in plenty of extra time in case of traffic. Also, make sure you are familiar with or ask about parking, especially in high-traffic areas.

The Interview

- Make sure all electronic devices are turned off.
- Arrive on time (5 to 10 minutes in advance). Make sure you are not rushing into the building. Remove sunglasses and spit out gum.
- Do a last minute appearance check (in a restroom or in the car).
- Be confident. Shake hands firmly with people you meet. Look them in the eye when they speak to you. Smile. You want to give a great impression from the very beginning.
- Remember to listen and talk slow and in a way that will allow people to understand you. Keep it conversational, yet professional. Don't become too stiff, formal or unnatural. Show excitement and enthusiasm.
- Ask for clarification if you don't understand a question.
- Take notes about the position as well as the people you are speaking to. This will come in handy for when you write thank you notes.
- Ask questions...and not only "what is the dress code like?" If the person interviewing you says, "do you have any questions for me?" Your answer should be "yes." Ask questions that reflect your genuine interest in the position and/or the organization. You should always have questions left for the end of the interview. If you are out of questions regarding the position, try these: "I believe you have answered all of my questions at this point. Would it be okay with you if I email you if I think of anything else?" or "Is there a time I can expect to hear

from you?” or “Is there a good time for me to follow up with you.”

- If you have a business card, offer it, and then ask for theirs.
- If you are offered the position on the spot, don't accept it right away UNLESS the position is competitive and you really would like to work there. Otherwise, you should take time to think about it before accepting. Say: “Thank you for the offer. Is there a date in which you are hoping to secure your intern? I will be in touch with you by then.”

Follow up to Interview

- Be sure to send thank you notes to everyone you have spoken with during the interview. These notes can be handwritten or sent through email. Include something specific you talked about in the interview to each person.
- Realize that choosing an intern takes time for organizations, so be patient when waiting for results.
- If you are offered a position, and you chose to decline you don't need to necessarily say why or what position you are taking instead. You'll want to keep your response professional and thank them. This organization may be a potential employer someday.