

## Interview Tip Sheet

### Before the Interview

- Research the company/organization.
- Know your strengths and skills and prepare your 30-second pitch.
- List questions to ask the interviewer.
- Prepare for the interview questions with specific examples using the STAR Method.
  - Situation:** Description of event
  - Task:** Your assignment/responsibility
  - Action:** What did you do to make it better?
  - Results:** What did you accomplish or learn?

### The Interview

#### Interview Attire Do's

- No visible body piercing, tattoos
- Polished, closed-toe dress shoes
- Well-groomed
- Conservative hem and necklines
- Minimal jewelry
- No cologne or perfume
- Make sure the clothing is both appropriate for the job and professional looking.

#### Interview Attire Do's

##### Avoid anything too casual denim

- Flip flops
- Spaghetti straps
- Sneakers
- Shorts
- Baseball caps or hats
- Jerseys or athletic shirts
- Hoodies
- T-shirts
- Sun dresses

### Items to Bring:

- Professional looking portfolio with resume and cover letter copies, pen and paper to take notes, and references.

### During the Interview

- Arrive 15 minutes before your appointment
- Greet the interviewer and give a firm handshake
- Speak at appropriate speed
- Good posture
- Give thorough answers with examples

### After the Interview

- Send a thank-you letter within 24 hours
- Follow up after 2 weeks