



# STUDENT INTERNSHIP AND JOB INTERVIEW GUIDE

When in Doubt, DRAFT It Out



## **D**ress to Impress

- You only have one chance to make a first impression, make sure you dress for success!
- Default to business professional.
- Need wardrobe guidance? Visit the Career Center's wardrobe closet where you can rent professional clothing for *free*!



## **R**esearch the Company and Position

- Know the company's mission statement, core values, and how you align with it.
- Follow them on LinkedIn and other social media platforms.
- Familiarize yourself with their website and recent trends within their organization.



## **A**sk Relevant Questions

- At the end of your interview, employers will ask if you have any questions, the answer is yes.
- Prepare these questions ahead of time and make sure they are relevant to the position/company.
- Here are some examples:
  - What has surprised you the most working at \_\_\_\_\_?
  - What would a typical work day for someone in this position look like?
  - What challenge is your company currently facing?
  - What opportunities for growth are there after this internship is completed?
  - *What are the next steps and when should I expect to hear back from you?*



## **F**ine Tune Your Resume and Interview Skills

- Employers will know who is prepared for an interview, **make sure this is you**.
- Practice your interview and have your resume reviewed.
  - The Career Center has walk-in hours Monday-Friday for resume reviews!
  - The Career Center conducts mock interviews by appointment (you will receive a free pad folio).
- Arrive to your interview 5-7 minutes early with a pad folio, pen, printed resumes, and *no phone in sight*.
- Know how to answer the question, "Tell me about yourself." Be personable, confident, and relevant!



## **T**hank the Interviewers

- At the end of the interview, thank the employers by name, shake their hands, and use eye contact.
- After the interview, handwrite "Thank you" cards to each individual employer that interviewed you; be specific and deliver the cards the same day to the front desk.
- Follow up with the interviewers if you have not heard back within the given timeframe.
- If you did not receive the position, do not be afraid to ask for feedback because interviews are learning experiences.