An interview is one of the most important steps in securing a career with an organization, employer, or graduate school. It is usually the last step in determining whether a candidate is the right fit for the organization or opportunity. The interview personalizes the application process for both the organization and prospective candidate. Preparation and execution is key to a successful interview. The following provides quick but effective suggestions on how to prepare for and nail your next interview.

**Know yourself**
- Be able to talk about your Résumé
- Personality
- Abilities & Skills
- Interests
- Values
- Experiences
- Interest in the position
- Interest in the organization

**Know the organization**
Research the organization and industry.
Learn the organization’s:
- Leadership
- Culture & values
- Competitors

**Research resources**
- Website; for the organization
- Linked-in; company profiles
- Vault.com; industry guides via connect SC

**Interview Skills**

10 Questions you need to answer

◊ Tell me about yourself.
◊ What interests you in the organization?
◊ What interests you in this position?
◊ What is your relevant experience? Be specific.
◊ What are your greatest strengths? Weaknesses?
◊ What are your greatest skills? For example?
◊ What distinguishes you from other candidates?
◊ What is your preferred work-environment?
◊ Where do you see yourself # years from now?
◊ How will you contribute to the company?

Prepare 1-3 questions to ask the interviewer(s)

**Verbal & Non-Verbal Language**

1. Regulate arousal. Take deep breaths and visualize.
2. Think about what you say and how you say it. Leave a positive implicit and explicit impression.
3. Utilize the S.O.L.E.R. communication technique:
   ◊ Sit squarely
   ◊ Open sitting posture
   ◊ Lean forward slightly
   ◊ Eye-contact always
   ◊ Relaxed body language

Send a thank you note within 48 hrs.