

# INTERVIEWING STRATEGIES

## BEFORE THE INTERVIEW

### **Research**

*Company:* This will help you prepare to talk with employers. Know the company products, services, mission, ownership (public/private), industry, reputation, competitors, size, news items, current trends and issues, management, and organizational structure.

*Job:* Study the job description and match the skills and experiences required for the position to your own skills and experiences. Prepare questions about the company and job to ask during the interview.

*Résumé:* Review your own résumé and ensure that you have specific examples from your work history to show how you meet the requirements for the position.

### **Dress Properly**

Dress according to the standards of the industry/organization. It is always better to dress too formally than too casually. Be sure your clothes are clean, pressed, and well-fitting, and that your shoes are polished. Hair should be neat and business-like, and your nails should be clean and trimmed. Do not use cologne or perfume, as the person interviewing you may be allergic to the fragrance you are wearing. Here are some examples of classic interview outfits, but find out what the standards are in your industry:

*Women:* A professional-looking black or navy blue suit with no prints and a white or off-white blouse. Pants and skirts are both acceptable – skirts tend to be more appropriate in more conservative environments, and should go to your knees when seated. Shoes should be low-heeled. Be sure to avoid excess jewelry, make-up, or bright fingernail polish. Avoid bringing a purse unless unnecessary.

*Men:* A professional-

