Scheduling the Interview:
- Check e-mail daily – respond within 24 hours
- Have an appropriate voicemail message: name, number, etc.
- Be prepared to leave a message, what will you say?
- Have a calendar and know schedule to avoid conflicts
- Ask for specific directions – parking, entrance, security, building, floor, etc...
- Ask whom you'll be interviewing with – name/title, phone number
- If you must reschedule, contact the company 24 hours in advance. DON'T BE A NO-SHOW! In case of emergency (flat tire, etc...) call the company immediately

Preparing for the Interview:
- Do a practice drive to the interview site – allow for traffic during rush hour
- Research the company – website/company brochures/literature
- Practice sample questions, do a practice (mock) interview
- Know what you are going to wear – be prepared from head to toe
- Make extra copies of your resume, references, letters of recommendation – place in portfolio
- Prepare four to five questions to ask the interviewer
- Be sure you are able to translate your tasks into relevant skills

The Interview:
- Arrive 5-10 minutes early
- Inform receptionist you’ve arrived, share your name and that you’re the candidate
- Use professional body language – make eye contact and, what the heck, smile too!
- Give a firm handshake and use the Interviewer’s name in introduction
- Don’t be afraid to refer to your resume or info in your portfolio to answer questions
- Establish and build rapport by answering questions with great detail and expression
- Show personality, confidence and SHOWCASE your skills & experiences
- Tell a complete story! Provide the relevant details (Situation Task Action Result)

Closing the Interview:
- Finish Strong! If they did not ask then tell them, “Why should they hire you”? 
- Ask four or five questions, plan them
- Ask the time frame of the final decision and if you’ll be contacted either way
- If interviewer doesn’t ask, OFFER a copy of your references and letters of recommendation
- Ask for a business card of each interviewer (VERY IMPORTANT)
- Smile, firmly shake the interviewer’s hand and thank them for their time

Post Interview Work:
- Write “Thank you” letters (emails) to all interviewers within 24 hours –use business cards collected for correct spelling of names, titles & addresses
- Contact your Career Center with an update to reflect on your performance – highs and lows
- Follow up if you haven’t heard anything after a week to 10 days after the given time frame

For more information please visit www.careerservicesnetwork.msu.edu