

Interviewing Tips



1. Research the organization

- Know what they do and where they do it.
- Find out what you can about your interviewer before the interview.



2. Practice in at least one mock interview

- Make an appointment with a counselor at CGP office.



3. Make a strong first impression

- Dress appropriately and conservatively.
- Arrive 10 minutes early. Plan for commuting delays.
- Have a firm handshake, if offered.
- Maintain good eye contact and smile.
- Avoid heavy cologne and perfume. Some people are very sensitive to smells.
- Don't ask about salary/benefits unless the employer brings it up first.



4. Keep your responses focused and use STAR (Situation, Task, Action, Result) or CARL (Context, Action, Result, Learning) sequence for response.

- Keep your answers to 1.5-2 minutes, unless you are asked to elaborate further.
- Prepare examples ahead of time.



5. Quantify and be specific

- Generalities rarely impress.
- Specific and quantifiable responses are the most compelling.



6 Summarize at the end of each answer as to how you approach that type of situation

- Consider stating something like 'So in general, when I have to interact with a difficult coworker, I...'
- This leaves the interviewer with the take-home message that you want him/her to remember.



7. Be clear on how you fit the job opening; convince them with examples that you could be a valuable team member



8. Express appreciation for the opportunity to interview

- Thank the interviewer and ask about next steps.
- Give a firm handshake before you leave, (if offered).
- Send a follow-up thank-you email or note.