



Norman Career Services

Interview Guide For Students

BEFORE the interview

Self-Assessment (know yourself)

- Know your strengths & weaknesses.
- Know your interests, skills, values and individual characteristics.

Tailor Your Resume

- Your resume should reflect the job post for each organization/job you interview with.
- Include Resume "Must-Haves":
 - Email & phone contact information
 - Experience (work & volunteer)
 - Education & awards/extracurriculars
- Professional, clean & crisp look - preferably one page long. Prepare extra copies for the interview.

Research

Learn as much as you can about the company before the interview.

- Physical address - Know where you need to go, park and location of the entrance door.
- Mission/Vision statement - Articulate how it aligns with your passions (if it does).
- Company history/traditions - Know the culture and environment of the company.
- Marketing information - Research specific buzzwords or industry language you should be familiar with, recent sales or profit trends, industry competitors, and current approaches.
- Prepare a typed list of questions to ask the employer toward the end of the interview.

Dress The Part

- Professional clothing (ironed/pressed/ready to go).

DURING the interview

Arrival

- Arrive no more than 10 minutes early and no later than 5 minutes early.
- As you arrive, smile and greet every person you come in contact with.
- Have a pen and notepad to take notes on, your resume copies, and your prepared questions to ask the employer toward the end of the interview.

First Impression

- You can never make a second, first impression! So, maintain great eye contact, smile, and have a firm handshake when you greet the employer and sit up straight in your chair. Be confident!

Closing the Interview Well

- Summarize why you are qualified.
- Reiterate enthusiasm & interest in the position.
- Ask 3-5 of your typed questions for the employer.
 - Make sure you know the timeline of the employer for making decisions and the next step in the process for you.
- Thank the person/s for their time, shake hands as you leave, & gather business cards so you know where to send a thank you email (that day) & future correspondence.

AFTER the interview

Review

➤ At your car, take notes on the questions you were asked, and write down the names of employer/s who interviewed you.

Follow Up

➤ Provide credentials, references, or transcripts that were requested by the prospective employer *as soon as possible*.

➤ Without fail, send a thank you letter or email of appreciation for the interview opportunity within 24 hours of the interview. No texting or text language in your correspondence - keep all things professional

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479-964-0843

INTERVIEW Questions

Common Questions Asked:

1. Tell me about yourself and why you are interested in this job.
2. What have you learned from your previous position/job/life experiences?
3. What do you consider your greatest accomplishment?
4. What is your greatest strength/weakness?
5. Tell me about a time when you successfully led a group or team.
6. Describe a time when you faced a difficult challenge.

Questions You Can Ask:

1. Approximately what percentage of promotions are made from within the company?
2. In what ways does the local community influence your organization? And does your organization participate in any type of community involvement service?
3. What are some of the challenges that this position you are hiring for is facing right now?
4. What is the next step in the hiring process?



Rothwell Suite 107
106 W O Street
Russellville, AR 72801