

# THE INTERVIEW CHEAT SHEET

Be on time. Dress professionally. Make eye contact. Use a firm handshake. Be positive and enthusiastic. Listen attentively. Bring copies of your resume and a list of references.

Be honest. Try to present yourself in the best light possible, highlighting your winning attributes. If you must discuss a negative incident, share what you learned from the experience.

Bring a portfolio. Employers love to see concrete examples of your work. Prepare a sample of projects to match a specific job description.

Remember, you are selling yourself as the best candidate for the job. Make the connection. Be able to apply your work and school experiences to the open position and be specific.

Use your research to ask pertinent questions. Don't ask questions that can be easily answered on the company's website. Ask about future projects, the direction of the industry, or specific challenges associated with the position.

Practice answering common interview questions. Set up a mock interview with your Career Strategist.

Research the company before the interview. Check out the company website and cover the basics: history, mission statement, location, and company personnel profiles. Know the names of important executives. Read the annual report.

Wait to discuss salary until the employer brings it up, or until the second or third interview.

Thank the interviewer for his or her time.

Ask what the next step is in the process. Follow-up quickly. Send a thank-you letter within 24 hours of the interview.

If you get a call for a second interview, approach it with the same enthusiasm and professionalism that you exhibited on the first interview. You will probably meet more people, and have more in-depth discussions about your skills. The company executives will also be gauging whether you fit the company culture.