

## Interview Prep

Interviews are a routine component of application processes both in professional and academic settings. It is important to present your best self when in these situations as performing well can open the door to opportunities. Whether you are interviewing for a job, internship, college, or another position, these are general guidelines that you should consider prior, during, and after the interview.

### Prior to the Interview

- Prepare for typical interview questions
  - Always keep the company/college you're applying to in mind
  - What they want, how you fit in, and why you want to be there
  - [Common job interview questions and answers](#)
  - [Common internship interview questions and answers](#)
- Practice being interviewed
  - Conduct mock interviews with teachers or peers
    - Watch out for distracting habits (fidgeting in chair, lack of eye contact, etc.)
  - Practice talking in front of a mirror
- Do your research and prepare questions
  - Make sure you know the company/college you are applying to
    - Research them, their teams, structure, mission and vision.
    - This will help you align yourself with elements that resonate with you.
  - Ask questions! At the end of the interview they will ask if you have questions, have them!
    - This will show them that you are interested in the specifics of their company/college and that you actually care.
    - If it is a college interview, ask about specific departments, professors, research.
    - [List of good questions to ask.](#)
- Plan your outfit
  - Most interviews call for a business casual dress code
    - If it is not clear check with the interviewer beforehand

- Consider what you are applying for
  - If you are applying for a fashion internship you might want to wear something different than if you were applying for an internship at the financial aid office
- Consider the setting of your interview when deciding what to wear
  - If you are being interviewed outside at noon, maybe wool socks are not the best choice
- Don't wear something too flashy or distracting
  - Unless you are apply for a job/internship where style is part of the company culture/mission/purpose try to not be too flashy as it can distract interviewers from what you are saying
  - Choose clothes with muted colors (white, black, tan, navy blue)
- Dress in clean clothes without rips or stains
- Avoid wearing shorts or tank tops
- Popular options
  - A polo or button-down shirt with black or khaki pants
  - Professional dresses and skirts
- [How to Dress for an Interview](#)
- Prepare Materials
  - You always want to bring 3-5 copies of your resume to your interview just in case your interviewers don't have one
  - Consider bringing a notebook for notes
    - If you do make sure it is small and neat
    - Do not let it become a distraction during your interview
  - Bring any written questions you may have about the job/internship/company/college.

## **During the Interview**

- Arrive early for the interview
  - Especially when depending on public transport, plan out your route ahead of time
  - Make sure you are at least 10 minutes early because you never know if you will get lost or delayed

- Be polite and respectful
  - From the time you arrive at the interview location until you leave, you do not know who is watching
- Interview Etiquette
  - introduce yourself and shake the interviewer's hand, smile, speak clearly, make eye contact
  - Avoid fidgety behavior, avoid slouching, avoid the words 'like' and 'um'
- Note the interviewer's name and contact information
- Be yourself, but your best self
  - Don't change who you are but make sure you presenting the best version of yourself

### **After the Interview**

- About 1-2 days after the interview, send a short email or make a quick phone call to follow up
  - Thank the interviewer for taking the time to talk to you
  - Mention that you are excited about the opportunity to work with the company/attend the university

### **Resources**

- [14 College Interview Questions and How to Prepare for Them](#)
- [160+ College Interview Questions from Top Universities](#)
- [Acing College Interviews \(General Information, Tips, Strategies, and Do's and Don'ts\)](#)
- [Top College Interview Tips](#)