

Preparing for the Day of Your Interview

This guide will provide some practical information to help you prepare for the day of your interview. It is important to be prepared and give a favorable first impression. The interview does not start with the first question. In fact, it starts the moment you arrive at the interview location.

PROFESSIONAL ATTIRE:

- **Men:** Suit – *jacket* (solid-colored: Black, grey, brown, or navy) with matching *pants* (pant leg should touch the front of the shoe and fall above heel in the back). Jacket should be buttoned while standing and unbuttoned while seated. *Tie* – should be conservative and reach your belt. *Shirt* – white collared with long sleeves. The sleeve of the shirt should extend ½ inch beyond the suit jacket sleeve.



- **Women:** Suit – *jacket* (sleeve length ½ inch below wrist) with matching *pants* (avoid cropped or capris) or matching *skirt* (knee length and not tight). Colors: Black, grey, brown, or navy. *Shirt* - blouse or camisole; cleavage should not be showing; preferred colors white or light colors. *Shoes* – basic pumps with low heels (1 – 2 inches high); solid colored black, grey, brown, or navy (avoid open toed shoes or sandals). Wear neutral hosiery or tights. Avoid heavy makeup or perfume.



BE ON TIME:

1. **Be on time.** It is a good idea to arrive to the interview location somewhere between 10 - 15 minutes before the interview takes place. Arriving early (but not too early) could help you gather your composure and collecting your thoughts. Maintain good posture at all times.

BE PREPARED, EQUIPPED AND ALONE:

2. **Be prepared, equipped and alone.** Never bring anyone (i.e., family member or friend) along to the interview location. Be friendly to the receptionist. Lastly, you should bring the following items to the interview:
 - Pen and paper (i.e., professional-looking tools is best in order to keep with the image you want to project).
 - A well-organized briefcase or professional binder.
 - Extra copies of your resume and letters of recommendation.
 - A list of references with complete addresses and contact information.

USE PROFESSIONAL BEHAVIOR:

3. **Use professional behavior** at all times while in the vicinity of the building, especially in the waiting room. Have a mindset that everyone may be evaluating you. Therefore, avoid chewing gum and/or smoking because it looks unprofessional.

MAKE EYE CONTACT, SMILE, AND GREET THE INTERVIEWER:

4. **Make eye contact, smile, and greet the interviewer** with a firm but not tight handshake. Not doing so can be perceived as unfriendly, tense, uptight, or frightened. Wait for the interviewer to ask you to sit down. If there is no invitation, sit down in unison with the interviewer. If there is a panel, wait until the last person sits down. Put your purse or briefcase next to you and keep your hands on your lap. Avoid crossing your legs. Project yourself poised, good mannered, confident and relaxed. Address the interviewer by Mr., Ms., Mrs., or Dr.; avoid addressing the interviewer by his or her first name as it may be perceived as presumptuous.

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Visit ProfLink for event details: <https://rowan.collegiatelink.net/organization/rcb>

SAMPLE INTERVIEW QUESTIONS

1. **Tell me about yourself.** – This is a great opportunity to market yourself. The purpose of the question is to find out about your job skills. Emphasize your best qualifications for the job. Be specific and use examples to support your claim. Be honest about your background and experiences.
2. **What is your major weakness?** – Never be negative and turn any negative issue or weakness into a positive statement or strength.
3. What qualifications do you have that indicate you will be successful in your field?
4. What new skills or capabilities have you developed over the past year?
5. Describe three things that are most important to you in a job.
6. How would a co-worker, friend, or boss describe you?
7. How would you describe your own work style?
8. What can you do that someone else cannot do?
9. What are your own special abilities?
10. What qualities do you admire most in others?

BEHAVIOR BASED INTERVIEW QUESTIONS

1. Tell me about a big project that you had to plan for work or school. What did you do? (Organizational skills)
2. Describe a situation when you had several things to do in a limited time, such as study for exams. (Ability to set priorities)
3. Tell me about a time when you were in charge of something and to let others help you. (Ability to delegate responsibilities)
4. Tell me about a time when you had to deal with a member of the public. (Interpersonal skills/customer relations)
5. Tell me about a time when you helped resolve a group problem. (Being a team player)
6. Tell me about a time when you had to work closely with a supervisor or when you had to supervise someone else. (Ability to deal with people)
7. Tell me about the most difficult school or work problem you have ever faced. (Technical skills)
8. Tell me about a situation in which you had to apply some acquired knowledge or skill. (Ability to apply knowledge)
9. Tell me about a time when you had to turn to someone else for assistance. (Knowing limitations)
10. Tell me about a time when you had to take charge to get a job done or resolve a difficult situation. (Growing with a job/taking initiative)
11. Tell me about a time when you had to learn something new in a short time. (Ability to learn)
12. Tell me about a time when someone misunderstood something you said or wrote. (Communication skills)
13. Tell me about a time you misunderstood a teacher or supervisor. (Ability to listen)
14. Tell me about a time when you had to finish a job even though everyone else had given up. (Commitment)