

FOUR STAGES OF AN INTERVIEW

Show up to your interview early so you can relax and collect your thoughts before the interview. There are four basic components to an initial employment interview. They are:

- Introduction
- Questions by the Interviewer
- Questions by the Interviewee
- Closing

Introduction:

The introduction will be very short, but a very important part of the interview. Good body posture, a firm handshake, and steady eye contact should all be displayed during the introduction. Small talk will be on informal topics of discussion to gauge your spontaneity and personal interests.

Questions by the Interviewer:

Your preparation and practice will pay off during this portion of the interview, which will be the longest part. Most interviewers will ask good, open-ended questions that will let you give information about your background. General answers, such as “I am hard working and motivated,” don’t mean anything to an interviewer until you tell them why you say that. What past experiences have you had that make you say that about yourself? If you do not understand a question, be sure to ask questions that will help you focus your answer.

Questions by the Interviewee:

Again, this is where your preparation and practice will pay off. Prepare a list of questions for the interviewer ahead of time. Be certain you don’t ask questions that were answered in the literature or at the information session the night before. However, it is fine to ask for additional information or interpretation of information. Clarify any aspects of the position through your questions. Just as you want the interviewer to ask you open-ended questions, your questions should be stated in such a way that you will receive helpful information from the interviewer.

Closing:

As with the introduction, the closing will be a small part of the interview, but also a very important part. Before you leave, verify contact information for the interviewer. If you have not received a business card, ask for one. Also, verify the next step in the hiring process. Will they follow up with you or should you follow up with them and how soon? Express your appreciation for the opportunity to interview and leave with a smile and a handshake.

(Cont)

After the Interview:

Send a brief thank you note to the recruiter within a day or two of the interview, if you are interested in pursuing a job with that organization. In the note, thank them for their time, express excitement about the organization or position, and tell them you look forward to hearing from them.

If you do not hear from them within a specified amount of time, follow up with them.

Four Final Tips for a Successful Interview:

- Be Prepared
- Be Yourself
- Be Positive
- Be Enthusiastic

(<https://www.cco.purdue.edu/student/manual.shtml>)