Some helpful interviewing tips

An interview is a unique opportunity for you to discuss your qualifications with a prospective employer. It is also an opportunity for the employer to assess what you could bring to a position within their organization. We suggest you prepare as much as you can by:

- Reading our Interview Guide on our office website
- Meeting individually with a career counselor to discuss interviewing
- Participating in an interview workshop
- Doing a mock interview with a career counselor in our office

**BEFORE THE INTERVIEW**

Plan to wear appropriate interview attire  
Research organization and the position for which you are interviewing  
Understand professional/ethical job search behavior  
Prepare answers for the most commonly asked interview questions  
Arrive about ten minutes early

**DURING THE INTERVIEW**

Greet the interviewer in a friendly, open manner  
Maintain good eye contact  
Never criticize others  
Relate your qualifications and experiences readily  
Stress your strong points  
Answer questions in detail, rather than “yes” or “no”. Use examples from previous experiences  
Show interest in the position and organization  
Ask questions that show some thought  
Project enthusiasm

**AFTER THE INTERVIEW**

Thank the host, verbally and in writing, for the interview  
If not stated, ask about the next step in the interview process

For additional information on interview skills be sure to access the interview guide on our office website found at http://www.scranton.edu/careers

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