## During the Interview

**Objective:** Successfully market yourself and get the job.

### Employer Quotes About Acing the Interview*

- Lack of energy is a pet peeve, as is not answering questions honestly and completely.
- Turn off your cell phone. Even better? Don't bring it. Leave it in the car or at home.
- Don't oversell yourself. If you can’t back up what you claim, you are going to appear dishonest.
- Don't undersell yourself. If you are confident with what you know, then sell it to me.
- Don’t chew gum, curse or use slang, mumble, or be arrogant or cocky.
- Show that you are thinking. Even if you cannot answer a question perfectly, show that you can think on your feet and use experience and knowledge to answer to the best of your ability.
- Be true to yourself, smile, and stay calm.
- Picture yourself having great conversations with the interviewers.
- Use action verbs to talk about what you have done.
- Beware of over-familiarity at all times. Never let your guard down until you are out of the recruiter's sight.
- Do not use “yeah” or “yup” instead of yes.
- Be cordial, respectful, and friendly at all times.
- Expect some questions to catch you off guard; it is okay to ask for a paraphrase or a repeat of the question if you do not understand it.
- Ask what they are looking for in the right hire. Show that you are that person.
- Part gracefully and do not prolong your departure by continuing to ask questions.

*Recruiter data collected by WEP and EOE offices.

### Interview Behavior Guidelines

- When first meeting the interviewer, give a firm handshake, smile, and introduce yourself.
- Be prepared to make small talk, whether it’s about the weather, sports, common interests, etc.
- Keep answers brief and concise by limiting them to two to three minutes per question.
- Include concrete, quantifiable data; try not to talk in generalities.
- Repeat key strengths throughout the interview.
- Think of examples/stories of your experiences for behavioral questions.
- Maintain eye contact and smile. A friendly and open demeanor makes a great impression.
- Have questions ready to ask at the end of the interview.
- Ask what the next step is in their interview process.
- At the end of the interview, shake hands and thank the recruiter.
- Request a business card or e-mail address so you can send a thank you note.