



# interviewing

## PREPARATION

Prepare for the interview by researching the company/industry. How much you know about a potential employer reflects your interest and enthusiasm about the position. Research their website to get an understanding of their mission, vision and overall company.



## DRESS FOR SUCCESS

You don't get a second chance to make a first impression, so you need to present yourself as a career professional. For men, that means a dark business suit, white shirt, a tie, and shoes that are in good condition and polished. For women that means a suit, blouse and closed-toe shoes. You should be well groomed with limited jewelry and cologne.

## BE ON TIME

It's better to be early than one minute late. Ideally, you should arrive no later or earlier than 15 minutes before your scheduled interview. Make sure you know everything you need to know about the location beforehand: suite number, parking instructions, etc.

## GENERAL ETIQUETTE

Be polite at all times. The person you meet in the parking lot, hallway or even restroom may be the individual you will interview with later. Greet the interviewer with a firm handshake and smile. Keep good eye contact throughout the interview process.

## WHAT TO BRING

Bring multiple copies of your resume, your references and recommendation letters. Also bring a notebook and pen. Taking a few notes during your interview is another way to show you are interested and listening.



## POST-INTERVIEW

Follow up no later than 24 hours after your interview with a brief thank you email to each person you met.

## GOOD LUCK!

### Tips for success:

Relate what you know about the company when answering questions. Be thoughtful and self-reflective in both your interview questions and your answers.

Show the interviewer you know yourself—your strengths and your weaknesses. Be prepared to talk about which areas would present challenges and how you would address them.

Be prepared for general questions, such as, *"Why have you chosen this particular field?"* as well as behavioral questions including, *"Describe a situation in which you didn't meet your stated goal—how did you handle it?"*

Always make sure you have questions prepared to ask the interviewer as well.

WHAT TO DO

want more information? need help?  
check the student portal  
or make an appointment

708-209-3033 [career.services@CUChicago.edu](mailto:career.services@CUChicago.edu)



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