INTERVIEWING

**BEFORE:**
- Assess your skills and qualifications.
- Research the place of employment through the Internet or library to learn relevant facts (number of patients, type of patients, etc.).
- Use the resources available in the Career Center.
- Meet with the Career Developer in the Student Employment office and practice a mock interview.
- Analyze the job announcement.
- Anticipate and practice questions.
- Be sure you know how to get there.
- Give yourself plenty of time to get there.
- Ask about parking availability before you go.
- Know the exact place and time of the meeting, the interviewer’s full name, (including correct pronunciation) and his or her title.
- Look your professional best. Wear business attire in neutral colors and be limit your use of fragrance, cosmetics and jewelry.
- Organize the night before - your interview clothing, and any related material that you want to bring should all be prepared.
- Get a good night’s rest.
- Re-read your resume before the interview.
- Prepare for the standard and behavioral interview questions. Look in some books on interviewing at the list of questions which are frequently asked.
- Arrive early poised and confident. Bring several copies of your resume and a list of references.
- Become comfortable talking about yourself. Confidence and enthusiasm are key selling points in an interview.

**DURING:**
- Greet your interviewer with a firm handshake and a smile
- Greet the interviewer by last name if you are sure of the pronunciation; if not ask employer to repeat it
- Show enthusiasm and interest
- Wait until you are offered a chair before sitting. Sit upright; look alert.
- Listen carefully and respond succinctly and articulately
- Take your time. If you need a minute or two to collect your thoughts and work through your answer, say so.
- Ask for a question to be repeated or ask for clarification if you do not understand the question.
- Make eye contact while speaking and listening
- Be aware of non-verbal communication
- Use names of interviewers (if appropriate)
- Use good grammar and diction
- Use action words.
- Pace yourself (be aware of the time limitations of the interview)
- Avoid tentative, indecisive terms
- Avoid negativity – turn a negative into a positive
- Be honest. Don’t lie about your background or experience
- Ask about the job duties so you can focus your responses on your background, skills and accomplishment that relate to the position
- Don’t over-answer questions – don’t ramble on and on
- Do answer the question that was asked, not one you think should be asked

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Wait to discuss salary, vacations, benefits, bonuses or retirement until job offer is made

Don’t answer with a simple “yes” or “no,” provide details and examples to illustrate your points and make answers more vivid and memorable

Don’t look for ulterior motives. Some questions are asked to help you relax

Have questions prepared to ask

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**AFTER:**

Express your gratitude for the interview with a handwritten thank you card

Follow up if you haven’t heard back in a week, unless they say they will contact you

*Adapted from: Career Opportunities News & Robert Half International*