

Interviewing is a two-way street that allows employers to assess your fit for a position and the organization as a whole, and allows you to assess the position and the company's fit to your values, interests, and professional goals. Regardless of the format (phone, video, or in-person), use these resources to help you succeed in the interview process.

1. Research

Learn as much as possible about the organization & the job itself:

- What is the organization's mission & vision?
- What kind of content do you see on their official website & LinkedIn company page?
- Has the company been in the news recently?
- What projects or initiatives are they currently working on?
- How big is the organization & where are their locations?
- How much do you know about the workplace culture?

Tip: Find alumni working at the organization on LinkedIn - they could be a great resource for you to learn more about the company.

2. Know Yourself

- Reflect on your skills, interests, values, previous experiences, and personal traits.
- Be comfortable sharing the accomplishments you've built in work, academic, and extracurricular positions.
- Anticipate common questions

3. Practice, Practice, Practice

Take a mock interview in TSU Career and Professional Development Center.

Prepare response for common questions.

4. Dress Professionally

Suit: Wear a two-piece matching suit in navy, dark grey, or black. A pant or skirt/blazer combination is also an appropriate option. If you choose to wear a dress or skirt, wear hosiery in neutral or sheer shades.

Shirt: A long-sleeve, collared, button-down shirt with a tie is appropriate. For those who prefer a blouse, knit sweater, or shell, those are also appropriate.

Shoes & Socks: Match your belt to your shoes. Wear dark colored socks and professional business shoes, professional-looking heels (low enough for you to be comfortable), or flats.

Grooming: Jewelry, accessories, and make-up should be minimal and professional. Avoid perfumes or colognes. Fingernails should be clean and tidy, with any polish in a neutral color. Persons with facial hair should be clean shaven or have well-groomed facial hair, and long hair should be neat and conservatively style (that means tidying up that man-bun, guys!)

Never wear: Shorts, sandals, t-shirts, miniskirts, low-cut blouses, leggings, large jewelry, platform heels, clown wigs, or fake antlers.

5. During the Interview

- Bring a padfolio with copies of your resume
- Write down names of interviewers or get business cards so that you can follow-up
- Arrive between 5-10 minutes early, and anticipate potential mishaps (Where do you park? Who can you call if you get a flat tire on the way? If you're interviewing over video, what happens if the audio goes out?)
- Don't be the first to bring up salary or benefits.

6. After the Interview

Send a thank-you note within 24 hours by email.

Inquire about next steps in the hiring process.

Deal with job offers appropriately:

- a. When offered a job, react with enthusiasm and appreciation. Then ask for time to consider the offer fully.
- b. Clarify compensation package and get offer letter in writing.

7. Explore salary negotiation strategies.