



QUINEBAUG VALLEY COMMUNITY COLLEGE

Quick Guide to Interviewing with Excellence

What is it? Interviews provide you with an opportunity to sell your skills and abilities to a potential employer. They help the organization determine whether you will perform well in the role at their firm. Interviews also help you learn more about the opportunity and employer, and whether you see them as a good “fit” for you.

General Tips:

- Review the job description carefully to learn what the employer is looking for in terms of skills and experience from applicants.
- Determine how well you qualify for the job opening by closely reviewing your resume. For each requirement listed on the job posting, write down your qualifications and accomplishments.
- Identify the specific skills you are missing so that you can convince the interviewer that you can quickly learn them on the job. You don't need to have every skill listed to be a strong candidate!
- Do some research on the organization. Check out their website, learn about their business, talk with alumni and/or friends who work there to gain a better sense of the company culture.
- Research the most common interview questions, prepare responses, and practice answering them with someone else or in front of a mirror. You can schedule a practice interview with Career Services.
- Develop a list of several (3-5) questions to ask during the interview, usually at the end of the interview. This demonstrates your sincere interest in the role and reinforces your interview preparation.

Specific Tips:

- Bring extra copies of your resume to the interview and keep them in a professional binder/folder.
- Dress professionally in a manner appropriate for the job you are seeking – avoid wearing jeans, t-shirts, sweatpants, or any clothing considered “casual.”
- Arrive at least 15 minutes early for the interview.
- Turn off your cell phone.
- Shake hands firmly, but only if a hand is offered to you first. Fist and elbow-bumps becoming common.
- Maintain consistent eye contact throughout the interview. It shows engagement and interest.
- Listen carefully, answer questions with confidence. If you don't understand a question, kindly ask for it to be repeated or clarified.
- Give honest, direct answers. Bring your sense of humor and smile!
- Finish strong! Thank the interviewer for his/her time and highlight your interest in the job.

Final Reminders:

- Ask the interviewer for his/her business card.
- Send a thank you note (by email or handwritten) within 24 hours of the interview.
- Make sure there are no typos or grammatical errors when sending your thank-you note!