



INTERVIEW TIPS

- Arrive 5–10 minutes early
- Cell phones should be OFF—not vibrate
- Bring extra copies of your resume, and a copy of transcript project/design/art/ or architecture
- Greet interview(s) with a pleasant handshake and a warm smile
- Taking a pause before delivering your answer is OK. Asking for clarification can also provide you with time to make it more clear
- Have well thought-out questions
- Make sure you close the interview reiterating your interest in the organization and the position
- Ask for the next steps and for the hiring time-table; it is OK to ask
- Ask for a business card to follow-up with a thank you note

Remember: All interactions with members of the organization impacts the decision-making process—including those you meet in information sessions, receptionists, or office assistants—so be friendly and courteous

POST-INTERVIEW FOLLOW-UP

A critical aspect of interviewing is the follow-up. You should send a thank you letter or email to each person with whom you spoke that reiterates your interest in the position in the organization. Ask for business cards or ask the person arranging the interview for the correct spelling and business emails of each person with whom you met. Make each note somewhat different and include a reference to something you discussed in the interview. After that, wait at least one week beyond the date when they said they would contact you. A phone call to see if a decision has been made is appropriate.

A Sample Thank You Letter Text

It was a pleasure to meet you to speak about ____ (insert title of position) position at (insert organization name). I especially appreciated talking with you about ...

If given the opportunity, I am confident I can make valuable contributions to your organization. Thank you for the time you took to interview me. I look forward to hearing from you about this position.

Should You Accept The Offer?

You need to think very carefully about the offer. Don't accept until you are ready, and your acceptance is made in good faith with an intention to honor the acceptance. Some questions you should ask yourself are:

- Are the organization's values and culture aligned with mine? Did I enjoy the interactions with the people I met?
- Will they provide me with valuable professional development opportunities? Is the work challenging?
- Will it take me on my desired professional path in a reasonable time?
- Does the compensation package (salary, benefits, vacation, health and retirement plans) meet my needs?
- Is the geographical location interest me?
- How do I feel about the required level of travel?
- Even if it isn't the exact position I was hoping for, will I gain skills that will positively influence my career/professional development?

JOB OFFER EVALUATION

After receiving an offer, you should ask yourself:

Should I take it?

How do I decide between multiple offers?

How do I accept or decline an offer?

If you would like to discuss your situation please contact The Experiential Learning and Career Education to speak with a Career Educator.