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# The three Ps of interviewing



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**An interview can help you make a lasting impression – so be ready for it. Here are some tips.**

## Preparation

- ▶ Research the firm or company and have a general knowledge of who they are and what they stand for.
- ▶ Be sure you know the position and work group for which you are interviewing.
- ▶ Familiarize yourself with current events at the firm or company, and in the profession.
- ▶ Prepare some questions ahead of time that you would like to ask your interviewer.
- ▶ Go through mock interviews with family, friends, or your campus career center.
- ▶ Allow plenty of time to get ready and arrive on time or a little early.
- ▶ Turn off your mobile phone and other devices that could interrupt.

## Performance

- ▶ Start and end the interview with a firm handshake and maintain steady eye contact.
- ▶ Sit up straight and be aware of potentially distracting behavior.  
Examples of distracting behavior include: fidgeting, gum chewing, slouching, tapping fingers or feet, playing with a prop (pen, portfolio, tie, etc.), twirling hair, rocking or spinning in your chair, etc.
- ▶ Speak in a professional manner, not in overly casual “college speak.”
- ▶ Be sure to give specific examples that illustrate your strengths and abilities.
- ▶ If you need to, take a few seconds to think about your answer.
- ▶ Answer the question asked. And try not to ramble.
- ▶ Convey your interest in the firm or company. Do not bad mouth other firms, companies or candidates.
- ▶ Be honest. Be consistent. And be yourself!

## Punctuation

- ▶ Before leaving the interview, be sure to obtain two key pieces of information:
  1. When will you hear back?
  2. How will the firm or company communicate the decision?
- ▶ Thank the interviewer for his/her time.
- ▶ Ask the interviewer the best way to contact him/her for follow-up, a thank you letter, etc.
- ▶ Be responsive to phone calls and emails from ALL firms or companies.
- ▶ Always leave your full name and number when leaving messages – even if you think they “know” you.
- ▶ Let ALL firms or companies know about your final decision once you’ve made it.