DOs & DON'Ts

DO plan the perfect outfit: This may mean something different to every job seeker, but it never means gym clothes or wrinkled, ill-fitting attire.

DON'T get off to a bad start: You have less than 5 seconds to make a good first impression. Make sure you’re prepared and that your cell phone is out of sight.

DO pay attention to the details: Get your suit cleaned and pressed, shine your shoes, make sure your fingernails look manicured.

DON'T forget a few copies of your resume: There are often several interviewers who may not have copies.

DO psych yourself up: Get confident! Put on a happy face! Show that you are enthusiastic and an enjoyable person to work with.

DON'T overthink what you are going to do or say: Avoid sounding rehearsed. Prepare enough that you feel comfortable, but not so much that you sound scripted.

DO some serious company research: Not only about what they do and who they are, but also where they are located and how to get there.

DON'T forget to prepare questions for your interviewers: This is not a throwaway part of the interview. The questions you ask show a lot about your knowledge and interest in the company.

DO practice answering typical questions out loud: Practice saying your answers out loud, either alone or with a friend to really hear how you will sound. See some common questions below.

DON'T trust your technology: If you are preparing for a Skype or phone interview, make sure your connection is strong, your webcam works, and that you have secured a backup plan – just in case. Test it out before the interview.

COMMON INTERVIEW QUESTIONS

- Can you tell me a little about yourself?
- What are your greatest professional strengths/weaknesses?
- What is an achievement that you are most proud of?
- What type of work environment do you prefer?
- Tell me about a challenge or conflict you’ve faced and how you dealt with it.
- How do you deal with pressure or stressful situations?
- Where do you see yourself in five years?

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