

# **Interviewing Tips: Proper Preparation Prevents Poor Performance**

**DeVry University  
Office of  
Career Services**



## UNDERSTAND AND BE ABLE TO EXPRESS HOW YOU CAN SATISFY THE ORGANIZATION'S NEEDS.

- Know the organization. Review the company's website or company literature in the Career Library.
- Familiarize yourself with the industry or field. Explore similar or comparable organizations so that you have a background against which to compare the organization with whom you are interviewing.
- Know the positions for which you are interviewing. If you're not sure, don't be afraid to ask before going on the interview. You can't have a great interview if you don't know about the position for which you're interviewing.
- Recognize what is important to you; articulate your interests. Think about your skills and strengths. Be able to demonstrate how all of these will help you to be an asset to the company.

# ANTICIPATE DIFFICULT QUESTIONS.

- Prepare for open-ended questions such as, “Tell me about yourself.”
- Clarify and be able to explain what skills you’ve developed through the professional work experience, class projects, extracurricular activities, or volunteer work. Be able to describe how these skills are of value.
- Consider developing a short autobiography to assist you in examining what you’ve enjoyed doing and what has given you a sense of accomplishment and satisfaction.
- Use this autobiography to help gather your thoughts so that you might answer more comfortably those seemingly tough interview questions

# RESPOND CONCISELY, PRECISELY, AND SUCCINCTLY

- Listen carefully to questions and maintain eye contact with your interviewer.
- Efficiently answer the interviewer's questions. She/he will be observing how effectively you handle data.
- Avoid ambiguous or long-winded replies to questions. Don't bore your interviewer.
- Be able to discuss qualities you have that will assist you in reaching your goals. If you specify "management" as a goal, be prepared to explain what that means to you and how you may reach the goal. Be wary of being too vague or being too much a "generalist."
- Expect to discuss short and long-term goals. Interviewers prefer goal-directed candidates.

# You Must be Able to Sell Yourself !

- **SHOW GENUINE INTEREST IN THE ORGANIZATION AND THE INTERVIEWER. ASK PERCEPTIVE, THOUGHTFUL QUESTIONS THAT REFLECT ON CAREER GROWTH, TRAINING, AND RESPONSIBILITIES**
- **DON'T BORE YOUR INTERVIEWER**

# **FOLLOW-UP ON THE INTERVIEW**

- **Know the name, address, title, and telephone number of the interviewer. Ask for a business card.**
- **Send any additional information requested.**
- **Write a short note or letter of appreciation for the interview.**
- **Evaluate your “performance” in preparation for your next interview.**