

# The Interview

## EFFECTIVE INTERVIEW

Reflect self-confidence and enthusiasm!

Convey interest, willingness & strong communication skills

Convince the interviewer why you are the best candidate for the job or internship!

Strive to arrive about 15 minutes before your scheduled interview - plan ahead for traffic and parking!

## PREPARE

Researching the company allows you to answer and ask appropriate questions

Research the employer's culture, products, customers and new ventures

Sources:  
Company website, LinkedIn, Facebook (if active)

Preparation is the key to a successful interview!

## DRESS TO IMPRESS

WOMEN:  
Business suit, blouse/skirt  
Closed-toe shoes (1-2")  
Avoid revealing tops/skirts  
One stud per ear/cover visible tattoos

Men:  
Business suit, shirt & tie (solid or subtle print)  
Polished shoes  
Take out piercings/cover visible tattoos

Appropriate Colors:  
Suit : Navy, grey, brown, black  
Shirt: White, light blue, grey  
Grooming:  
Women: hair nicely done, limit makeup & jewelry  
Men: clean shave, hair cut

"You never get a second chance to make a first impression"

## QUESTIONS

Tell me about yourself...

Why are you interested in this organization?

What is your greatest strength and greatest weakness?

Why should I hire you?

Career Services offers mock interview opportunities for you to practice your interview skills!

## DON'T FORGET

Have a firm handshake, maintain eye contact & SMILE!

Prepare questions to ask the interviewer at the end

Inquire about when you can expect to hear back

Ask for a business card & send a thank you letter (within 24 hours)

# Will Succeed

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## References

Name, Credentials (PhD, CPA, RN, etc.)  
Title  
Organization  
Organization's Address  
City, State, Zip  
Work Phone  
Work Email  
Relationship: (supervisor, professor, etc.)

### WHO CAN BE A REFERENCE?

Past or present supervisors,  
professors, internship or  
volunteer site supervisors

Name, Credentials (PhD, CPA, RN, etc.)  
Title  
Organization  
Organization's Address  
City, State, Zip  
Work Phone  
Work Email  
Relationship: (supervisor, professor, etc.)

### NUMBER OF REFERENCES:

List 3-5 professional  
references unless otherwise  
specified

Name, Credentials (PhD, CPA, RN, etc.)  
Title  
Organization  
Organization's Address  
City, State, Zip  
Work Phone  
Work Email  
Relationship: (supervisor, professor, etc.)

### PERMISSION:

Always ask permission to  
have someone listed as a  
reference

Name, Credentials (PhD, CPA, RN, etc.)  
Title  
Organization  
Organization's Address  
City, State, Zip  
Work Phone  
Work Email  
Relationship: (supervisor, professor, etc.)

### UPDATE YOUR REFERENCES:

Be sure to notify each  
reference prior to applying/  
when you get an interview

Name, Credentials (PhD, CPA, RN, etc.)  
Title  
Organization  
Organization's Address  
City, State, Zip  
Work Phone  
Work Email  
Relationship: (supervisor, professor, etc.)