INTERVIEW ESSENTIALS
TOP 10 ESSENTIALS NECESSARY TO ACE THE BUSINESS INTERVIEW

Research the Company
A great place to start your research is directly on the company's website, but it is also important to check recent news about the company on Google, LinkedIn, and Glassdoor. Take note of the company's mission, values, history, philosophy, organizational structure, and position description.

Arrive 10-15 Minutes Early
Arriving early will show the employer that you are eager, excited, and prepared. The interview starts the minute you enter the parking lot.

Dress Professionally and Conservatively
Demonstrates professionalism, dedication, and eagerness. Head to our Dress for Success document to find specific details.

Learn About the Interviewer(s)
Search their name(s) on LinkedIn and learn about their career journey. This is a great practice to discover possible shared interests, or questions!

Make a Positive First Impression
Your first impression begins right at the door, and in email communications. Make sure to treat everyone in the office with respect. Offer a firm handshake, be confident and relaxed, and maintain eye contact.

Bring Extra Copies of Your Resume, a Pen, and Notebook/Portfolio.
There may be more than one person interviewing you so it is important to have plenty of copies to hand out.

Be prepared to Answer Multiple Types of Questions
Research questions that pertain to the job title. For example for a financial analysts position Google, "Interview questions for financial analyst".

Have 8 - 10 Questions Prepared to Ask
Questions should pertain to the research found about the company, the position, and industry relevance.

Take Notes During the Interview
You can refer back to your notes and address any important topics you discussed in the thank you letter.

Send a Thank You Note Within 24 Hours
Send a thank you email first. Then, follow it up with a handwritten thank you note mailed them. If multiple people conduct the interview send individual notes to each person if contact information is available.

Virtual Essentials
- Determine a location that has good lighting and a simple background.
- Hop on the call 5 minutes early.
- Find an interview buddy to test the technology and questions beforehand.
  - Zoom | WebEx | MS Teams
- Dress like you would for an in person interview.
- Look directly into the camera.

The Office of Career and Global Engagement exists to cultivate and engage students within the college to become effective leaders, successful graduates, and globally competitive professionals.