

Ten Tips for Your Business Interview

1. Research the Company

Take note of the company's mission, values, and position description. Platforms such as Google, LinkedIn, Glassdoor, and the company website are all great resources.

2. 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.

3. Wear Business Attire

Demonstrates professionalism, dedication, and eagerness. Check out the Clemson Career Closet for clothing pieces that you can keep.

4. Speak with Confidence!

Be confident in your abilities and what you can bring to the table. People remember how you present yourself.

5. Make a Positive First Impression

Offer a firm handshake, be confident, relaxed, and maintain eye contact.

6. Bring Extra Materials

Examples: copies of your resume, an extra pen, paper, etc.

7. Be Prepared to Answer Multiple Types of Questions

Research questions that pertain to the job title. Also, remember that you can talk about transferable skills from your previous roles.

8. Prepare 3-4 Questions

Questions should pertain to the company, position, and industry.

9. Take Notes During the Interview

You can refer back to your notes and address any important topics you discussed in the thank-you letter.

10. Send a Thank-You Note Within 24 Hours

Send an email thanking the interviewers for taking the time to speak with you.

To add a personal touch, also send a handwritten note within 24 hours. Come to the C-Suite to pick up free thank-you notes.

