

INTERVIEWING SKILLS

Interviews allow for the hiring committee to learn more about you as a potential employee, while also giving you the opportunity to learn more about the organization and role. Every interview is different; by understanding your resume and experiences, you can be successful at interviewing.

Before the Interview:

- Review the job listing and research the organization.
- Notify your references that you have been invited to interview for the position.
- Familiarize yourself with the location of the interview.
- Review your resume and the items you want to highlight during the interview.
- Review common interview questions and practice your answers to them.
- Prepare a couple of questions to ask the hiring committee.
- Select appropriate attire to wear.
- Complete a practice interview with the WKU Career Development Center.

Day of the Interview:

- Bring copies of your resume, cover letter, and references in a nice folder or portfolio.
- Avoid bringing electronics into the interview space (if you must, be sure to silence it).
- Arrive early to the interview and express appreciation for the opportunity.
- Answer questions in a concise manner to avoid rambling.
- Highlight your skills and strengths while connecting them to the position.

After the Interview:

- Send a “Thank you” email no later than 24 hours after the interview.
- Assess the interview and make notes of what you did well and how you can improve.
- Prepare for the negotiation process or a second interview invitation.

Tips for other types of interviews:

Phone interview:

- Avoid areas with a lot of background noise.
- Utilize speaker phone to establish a clearer sound.
- Place your resume, cover letter, and other application materials in front of you.

Video interview:

- Dress professionally.
- Select a clean, quiet, and well-lit space with a neutral background.
- Test all technology equipment beforehand.
- Make eye contact with the camera, not the screen.