INTERVIEWING

PREPARATION

Know Yourself Through Self-Assessment
Employers want to get to know you during an interview.
Be prepared to:
• Identify your strengths and weaknesses
• Evaluate your accomplishments, skills, qualifications, and technology skills
• Review your education and work experience

Interview Types
There are a number of different types of interviews, so be ready!

IN-PERSON
TELEPHONE
GROUP
VIDEO

The Interview
The employer will be evaluating the following during the interview:
Non-verbal communication
Eye contact, handshake, posture, no fidgeting
Attitude
Be assertive and enthusiastic, avoid negative comments
Honesty
Always be honest and accurate
Be aware
There are illegal interview questions that employers, by law, cannot ask. See a career counselor for a detailed list
Be positive
End your interview on a positive note by thanking the employer, and obtain business cards
Follow-up after the interview
Within 24 hours, send a thank you note or email. After one week, follow-up with a phone call
Following these helpful hints will prepare you for a successful interview!

Practice Makes Perfect
The more that you practice the more relaxed you will feel during your interview!

Call the career center to schedule a mock interview with a career counselor
Practice with friends and family, and rehearse in front of a mirror
Watch examples by viewing videos of actual interviews

Be Prepared
Following these steps will help you to feel confident and ready for your interview.
• Research the employer
• Be aware of common interview questions
• Develop and practice questions to ask the employer
• Organize your materials for the interview
• Plan your outfit
• Make a trial run before the interview

Contact CCBC Career Development Services
CCBC Catonsville
443-840-4435  SSRV- Suite 166
CCBC Dundalk
443-840-3131  SSRV- Suite 102
CCBC Essex
443-840-1732  SSRV- Suite 103
Online Career Counselor
Email: career counselor@ccbcmd.edu
Facebook
www.facebook.com/CCBCCareerservices
Twitter
www.twitter.com/ccbcmd_career
Pinterest
www.pinterest.com/ccbcmdcareer
Instagram
www.instagram.com/ccbc_careerservices

BE PREPARED
What is an Informational Interview?
An informational interview is talking with people who are currently working in your area of interest for the purpose of gaining a better understanding of an occupation or industry and to build your network of contacts.

- An informational interview is one of the best ways to get accurate information about a career. The informational interview communicates the first-hand experiences and impressions of someone in the occupation, and is directed by your questions.
- Builds your network with professionals in the field.
- Enables you to gain experience and confidence with interview situations that may help you prepare for future job interviews.

Conducting an Informational Interview
- Select a career you may be interested in pursuing even if you are currently keeping your career options wide open.
- Find someone who is working in the career you selected. To help locate possible interview candidates, consider friends of your family members, and their friends.
- Lastly, you might consider using the Yellow Pages or the internet to find names and addresses of possible candidates.
- Contact the candidate, explain the purpose of your call, and set up a meeting time.

Suggested Informational Interview Questions
- How did you decide on this career?
- What college major or prior experience did you have that enabled you to enter your career?
- How does someone find job openings in your field?
- What steps did you take to find your position?
- What advice would you give to college students about things they could start doing now to help them prepare to enter your profession?
- During a typical workday what do you spend most of your time doing?
- What do you like most about your career?
- What are the most difficult aspects of your career?
- How much influence do you have over decisions that affect you?
- What do you wish you had known before entering this career?
- What qualities do you see as being critical for success in your career?
- What is the turnover rate in this field?
- What additional training and qualifications are necessary for advancement?
- What impact does your career have on your home or personal life outside of work?
- If you had to do it all over again, would you choose the same career?
- What type of internships or part-time jobs would you suggest to people before they enter this field?
- Are you familiar with any professional associations that might be helpful for me to learn more about?
- Would you recommend that I speak with anyone else to obtain additional information or a different perspective on this career field? If the answer is “yes,” you may follow-up by asking: “May I mention that you referred me?”
- If the interview goes well, consider asking if it might be possible to observe or “shadow” your interviewee during a day at work.