

# “Guide to Interviewing and Career Success”

## Interviewing

### **Research:**

- The best way to be relaxed is to be prepared.
- Research the company by seeking reference material from the library, internet, speaking to current employees and requesting relevant firm publications.

### **Advance Preparation:**

- Dress professionally and conservatively
- Prepare questions relevant to the position. Bring extra copies of your resume to the interview.
- Have a list of references available.
- Offer examples of your work, track records and reviews.

### **A Good Start:**

- Punctuality is important. Arrive early.
- Begin with a firm handshake and maintain good eye contact.
- Speak clearly and distinctly. Be conscious of your body language.
- Smile!

### **The Interview:**

- Answer each questions truthfully. Take the time to think through your response before answering.
- Ask the relevant questions you have prepared in order to gain necessary data to make a decision.
- Close the interview with emphasis on your interest in the position. Express your appreciation for the opportunity to discuss a career with the firm.

### **Follow Up:**

- Evaluate the interview immediately to determine your interest in the position.
- Always send a timely note of thanks to those involved in your interview and get a business card.
- Show you appreciation to family, friends and professional network who supported your job search effort.

### **In Closing:**

- During an interview, it is important to determine whether the firm and positions match your personal and professional goals. consider all of the data collected on prospective firms in order to select a nurturing environment and ensure a promising career.

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## Career Success

### **Set Goals:**

- Set goals for yourself to continue learning and growing. Include your supervisor in your performance goals. Set up good communications with your supervisor. Know what he/she feels is important-don't guess.

### **List Accomplishments:**

- Keep a list of your accomplishments - nothing dates situations and how you handled them. Ask for performance evaluations and show that you are putting forth your best effort.

### **Make Friends:**

- Take time making new friends on the job. Be friendly to everyone, but remember, not everyone who is friendly is necessarily a friend.

### **Get Involved:**

- Participate in firm activities or sports teams to enhance camaraderie among co-workers.

### **Keep In Touch:**

- Keep in contact with your network to exchange ideas and referrals.

### **Be Proactive:**

- If you sense things are not going well in spite of your best efforts, decide to make a move on your own-don't be caught off guard.