



WPI

Talent &
Inclusion

Candidate Guide: Tips For a Successful Campus Interview at WPI (Worcester Polytechnic Institute)

The impression you make on the interviewer often can outweigh your actual credentials. Your poise, attitude, social skills, and ability to communicate are evaluated along with your experience and education. You and the interviewer should engage in a conversation allowing of exchange of information and ideas that helps both to determine if you, the organization, and the job are well aligned. *Preparation is the key!*

Before the Interview:

- Research [WPI](#), department and interviewers: Understand the mission, values, and current projects. Tailor your responses to demonstrate how you align with their needs.
- Review the job description: Identify key skills, qualifications, and responsibilities. Prepare specific examples and success stories that highlight your relevant experience.
- Practice common interview questions: Anticipate questions related to the key competencies needed for the role. Rehearse clear and concise answers using the **STAR** method:
 - Describe the **Situation** to provide context.
 - Identify your specific role or **Task** in that situation.
 - Provide details on the **Actions** you took to address the situation.
 - Share the outcome to illustrate the **Results** of your actions.
- Prepare your own questions to ask your interviewers: Show genuine interest in the company and role. Ask insightful questions about the team, culture, and goals. This is also an opportunity to get the information you need to make a well-informed decision. Plan your attire: Dress professionally and appropriately for the company culture. Make a neat and polished first impression.
- Organize your materials: Prepare copies of your resume, portfolio, and references (if requested). Have a pen and notepad ready.

During the Interview:

- Arrive early: Aim to be 10-15 minutes early to avoid unnecessary stress.
- Greet everyone professionally: Make eye contact, smile, and introduce yourself confidently.
- Maintain positive body language: Sit up straight, make eye contact, and use open gestures. Project confidence and enthusiasm.

- Listen actively: Pay close attention to the questions and rephrase them if needed to ensure understanding.
- Answer thoughtfully: Keep your responses concise, relevant, and focused on your skills and accomplishments.
- Highlight your achievements: Use the STAR method to highlight your past successes and impact. Quantify your results whenever possible.
- Be genuine, enthusiastic, and transparent in your responses. Show your passion for the role and WPI.
- Ask insightful questions: Demonstrate your interest in the company, team, and the role.
- Express gratitude: Thank the interviewer for their time and reiterate your interest in the position.

After the Interview:

- Send a thank-you email: Express your appreciation for the opportunity and reiterate your interest in the position. Briefly mention something specific you discussed during the interview.
- Follow up if necessary: If you haven't heard back within a reasonable timeframe (around a week), send a polite follow-up email inquiring about the next steps.

REMEMBER

Be yourself: Let your personality shine through while maintaining professionalism.

Stay calm and collected: Even if you feel nervous, try to remain composed and avoid fidgeting.

Be genuine and positive: A positive attitude is contagious and can leave a lasting impression.

Practice makes perfect: Conduct mock interviews with friends or family to gain confidence and refine your responses.

TIPS TO PREPARE FOR VIRTUAL INTERVIEWS:

- ❖ Familiarize yourself with the technology beforehand, ensuring your computer's audio and webcam work and microphone work, and your internet connection is stable.
- ❖ Close all unnecessary tabs on your computer, these can slow down your browser and interfere with video quality and stability.
- ❖ Ensure you dress professionally.
- ❖ Choose soft, neutral colors to avoid distractions during video interviews.
- ❖ Choose a professional background for a polished appearance.
- ❖ Check your webcam angle to ensure a favorable view and maintain eye contact.
- ❖ Be mindful of your body language to avoid slouching or face scratching, etc.
- ❖ Speak slightly slower than usual for clear communication.
- ❖ Keep your devices such as mobile phone on vibrate to prevent interruptions.
- ❖ Set your phone to "do not disturb" to avoid unexpected calls.