

BEFORE THE INTERVIEW

You have an interview coming up, congratulations! Now it's time to prepare. An interview provides the opportunity to discuss your qualifications with a potential employer and determine if you are a good match for their position. Preparation is the key to having a successful interview and you should plan to spend at least 2 hours, possibly more for a full-time position, preparing. Below are the Career Development Center's recommendations on how to prepare for your interview.

THE COMPANY

WHAT TO PREPARE

Know about the company:

- What does the company do?
- What products or services does it provide?
- What industry is it in?
- Is it working on any new projects or initiatives?
- Has it been in the news recently?
- What is its reputation in the field?
- What makes it unique from its competitors?
- Why do you want to work for that company specifically?
- Who is the CEO?

HOW TO PREPARE

Sources:

- Company website
- News
- Company social media sites
- Annual Report
- Hoover's Company Profiles Database (accessible through Gordon Library website under databases)
- Glassdoor company profile
- Gordon Library company information databases (search by subject)
- Alumni or personal connections

THE POSITION

WHAT TO PREPARE

Know about the job:

- Prepare examples of how you have done each task or displayed each skill listed in the job description.
- Research anything you are not familiar with in the job description.
- Be able to speak to which tasks excite you the most and which ones you want to learn more about.

HOW TO PREPARE

Research:

- Read the job description (tasks, qualifications, requirements).
- Look up anything with which you are not familiar.

YOURSELF

WHAT TO PREPARE

Know how to talk about yourself:

- Prepare a two minute response to the question, "Tell me about yourself."
- Make sure you can talk about everything on your resume and how it relates to the job.
- Know how to connect your education, experiences, and skills back to the job.
- Be prepared to talk about your strengths and weaknesses.
- Be prepared to answer behavioral questions ("Tell me about a time when...") with real-life examples.

HOW TO PREPARE

Research:

- Complete your resume.
- Be able to talk about your strengths, weaknesses, academic performance, career interests, personal goals, work experience, special skills, and values.
- Review the STAR technique for behavioral questions.

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