

Preparation

- Understand who you are and how to tell your story by connecting the dots between where you were, what you have done and where you are going
- Develop your “Elevator Pitch,” also known as your “30-Second Pitch”
- Learn about the various types of interviews and which one you will be having: in-person, telephone, virtual, group, panel, case or role play
- Educate yourself about behavioral event interviewing by identifying the core competencies the hiring employer prefers to identify in your responses
- Incorporate Big Interview as a preparation tool | villanova.biginterview.com
- Give examples in a **STAR** format: **S**ituation, **T**ask, **A**ction and **R**esult
- Review common questions on Big Interview and list responses using the STAR method | bit.ly/vustarworksheet
- Do your research on the company’s mission, operations and culture, as well as their competitors and overall industry so you may speak intelligently on all three areas
- Generate smart questions to ask the interviewer typically fielded at the end of the interview. If you receive the names of multiple interviewers, prepare questions related to their specific areas of the organization
- Perform mock interviews and practice responses as your interview performance will improve with the repetitive practice
- Prepare a reference list in case you are asked to provide that information after the interview
- Ensure your interview suit or business professional attire is clean, neatly pressed and ready to wear

Interview Day

- Wear business professional attire and arrive 10-15 minutes before your scheduled time
- Be nice to everyone you meet as you never know who will be involved with the process
- Bring a padfolio, pen and at least five copies of your resume
- Show enthusiasm, relax, smile and exude confidence
- Think before you answer questions and focus on your skill set related to the position
- Watch interviewers’ cues to monitor your interviewing behavior and always ensure you are communicating positivity with your stance and posture

Follow Up

- Ask the interviewer for their timeline regarding next steps
- Be sure to get business cards or names of everyone you met before you leave the interview
- Send an email thank you note within 24 hours to each person you met during the interview
- Each person should receive an individual email, and it is a best practice to tailor a portion of the content based on your interaction for a strong and positive impression