

RICHLAND COLLEGE

CAREER SERVICES

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INTERVIEWING WITH A PURPOSE

- Before the interview, **review** and **reflect** on the information in your resume. Also review sample interview questions.
- Know your **abilities** and the **skill** areas you have developed through coursework and experiences (paid or volunteer).
- Know your **strengths** and **weaknesses**. Always make a transition from a "weakness" to a "strength" by discussing how you are working on strengthening a particular weakness.
- Be able to **articulate** your career **goals** - both long and short term. Be familiar with your work experience and be able to discuss past and present duties and responsibilities and accomplishments.
- Know the position you are applying for. Don't ask, "What does the company do?" or "What jobs are open?" Be organized.
- Research the company prior to your interview. Find out as much information you can about the company's history, purpose, reputation, proposed growth and organizational structure.
- During the interview, **project a positive, confident, and enthusiastic attitude** in your own capabilities to perform. Exhibit a willingness and desire to learn.
- Always be on **time** for your interview. Never let a potential employer wait.
- **Salary** should not be discussed until you understand the responsibilities of the position. If asked, state that you would like more information before discussing salary, and follow up with an appropriate question about the position. When money comes up, know the norm and give a range, not a single figure. Don't undersell yourself.
- Immediately after the interview, **thank the interviewer** for his/her time and the opportunity to learn about their company.
- Before you leave the interview, **express your interest** in working for the company in that, or any other related, position.
- Follow up the interview with a brief "**Thank You**" letter reminding the interviewer of your interest in the position and your special skills as related to the position.