Interviewing Tips
for the mind, body, and spirit

Prepare

Logistically
✓ Bring a few copies of your resume, your references, and whatever else the interviewer asks you to bring.
✓ Pack everything you need. Print a good travel checklist from the web if necessary.
✓ Buy or download a good map of the area and know where you can park.
✓ Scout the location well ahead if possible.
✓ Build flextime into your travel schedule. Allow for the unexpected.
✓ Arrive a few minutes early (about 10).

Physically
✓ Consider planning two options for clothing.
✓ Your outfit should feel comfortable.
✓ Test drive your clothes prior to the day.
✓ Have them cleaned and pressed.
✓ Polish your shoes and belt.
✓ Eat two to four hours before you arrive. Moderate. Healthy.
✓ Consider taking an early walk.
✓ Bladder status… empty when you arrive.
✓ Take some slow deep breaths before you enter. Discretely.

Mentally
✓ Know thyself.
✓ Bring a copy of your resume. Review what they know about thyself!
✓ Know the organization/company.
✓ Read the newspaper that morning.
✓ Look forward to the challenge of difficult questions.
✓ Visualize a confident and comfortable meeting.

Nonverbals

Visage
✓ Smile when you enter and when you leave. At least.
✓ Make eye contact. Spread it around evenly.
✓ Show an interest. Let them see an engaged candidate.

Body
✓ Do not swivel just because the chair does.
✓ Sit erect even if your chair leans back.
✓ Lean slightly forward to communicate interest.
✓ Pull up to the table when you sit down. The table is the playing field.
Hands
✓ Keep them away from your face.
✓ Avoid repeated tics like picking at the edge of the table or putting your hair behind your ears.
✓ Let your hands out of your lap. Hidden hands seems tentative.
✓ Some gesturing = not bad. Makes you seem animated.
✓ Same gesture over and over again = bad. Makes you seem automated.
✓ Shake hands with a firm grip. The gesture is incomplete unless you smile and make eye contact.

Holistic
✓ Stay focused but relax... interviews are not lethal.
✓ More deep breaths if the jitters hit you.

Content

Delivery
✓ Make sure you are clearly heard. Articulate carefully. Project across the room.
✓ Avoid jargon and slang.
✓ No chewing gum.
✓ Budget the time you spend on any single answer.
✓ Pause to collect your thoughts as needed. Keep your brain ahead of your mouth.

Substance
✓ Listen carefully to each question.
✓ Follow general statements with concrete examples. Particulars. Details. Instances.
✓ Realize when you have no more to say. Dead air beats rambling.
✓ Show respect for opposing views as you articulate your own.
✓ Have an introductory and concluding statement ready. Read the situation if asked for one.
✓ Admit it if you don't know an answer. Provide the facts or context that you do know.
✓ Reveal your expertise or knowledge and what you are passionate about.

Troubleshooting
✓ Move on if you botch an answer.
✓ Almost all questions are an invitation to talk. Yes or No is insufficient.
✓ Filter your strengths through your experience and goals. No bragging.
✓ Don't try to guess what the interviewers want to hear. Show them how you think.
✓ Ask for clarification if the question is unclear or too broad.
✓ Try not to introduce topics about which you are unprepared to talk.

General
✓ Thank the interviewers for the opportunity to talk with them.
✓ Collect business cards to help writing thank you letters easier.
✓ Make it feel more like a discussion. Less like an oral exam.
✓ The interviewers want to get to know you through discussion. Let them.
✓ Have the confidence to sound as sharp and insightful as you really are.

Taken from Kansas State scholarship website, Jim Hohenbary