

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

- ✓ Dress suitably for the interview. Nice. Conservative. Professional.
- ✓ 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

