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About Career Services
Career Services is here to assist you throughout your academic career and beyond. Services offered include:

- Major and Career Advising
- Job/Internship Search Assistance
- Résumé Writing & Cover Letter Assistance
- On-site Career Library
- Mock Interview Program
- Seminars on numerous career-related topics
- Alumni Networking (OWUNetworking)
- BishopLink (online job/internship database)
- Career Fairs & Special Events
- Extensive Website with links and information
Purpose of an Interview
An interview provides you the opportunity to match your background, skills, interests, and talents to the needs of the employer. It is also an opportunity for you to not only demonstrate that you are the right person for the position, but it also allows you to evaluate whether the position is a good fit for you.

Hiring decisions are heavily influenced by your interview, as this is the organization’s best opportunity to investigate your interpersonal skills and fit with its culture.

Interview Preparation
Being prepared for an interview can be just as important as the interview itself. You should be prepared to convince the interviewer that you should be hired or accepted into the graduate school, as well as provide solid reasons why you want to join the organization.

Self-Assessment - Reflect on the skills and abilities you possess that would be valuable to the employer or graduate program. Remember to specifically review the job or program description and analyze how your skills and abilities fit with what they are seeking. Consider the following:
- What work or volunteer experiences have you enjoyed the most and why?
- What knowledge have you gained in the classroom that can be applied to a work situation?
- What type of work environment do you most prefer?

Research the Employer or Graduate School - Research the employer to learn more about the products, philosophies, reputation of the organization and current events. For graduate programs, be familiar with the curriculum, program requirements, department reputation and faculty research interests, as well as current issues in your field.

Review Potential Interview Questions - Be aware of commonly asked interview questions, as well as questions commonly asked by industry. How will you handle those questions if asked?

Interview Preparation, cont.

Prepare a list of Questions - Based on your research and what you are seeking in a position, prepare a list of questions that will help you better understand the position, the organization, and the company culture. Avoid asking questions about: salary, benefits, technical questions, and whether you’re hired.

Practice - It takes practice to feel comfortable and be good at interviewing. You need to hear what your answers sound like and see how you look as you speak. Schedule a videotaped mock interview through Career Services.

Prepare Logistics - Know the correct location, date, and time for your interview. Plan to arrive at least fifteen minutes early. Stock your portfolio with extra copies of your resume on resume paper, sheets of your list of references with contact information, a list of questions you want to ask, and examples of your work.

POTENTIAL INTERVIEW QUESTIONS

- Tell me about yourself.
- Why did you choose to attend OWU?
- How would others describe you?
- How has your college experience prepared you for this position and our organization?
- What are your greatest strengths and weaknesses?
- What led you to choose your major field of study?
- What are your short- and long-term career goals?
- What two or three accomplishments have given you the most satisfaction? Why?
- Describe a major problem you have encountered and how you dealt with it.
- Tell me about a time a professor or supervisor criticized your work.
- Why are you interested in this position?

Provide clear and concise answers with specific examples.
During the Interview

Opportunity knocks and now is your chance to market yourself! Remember that there are three parts of the actual interview and that this is a two-way exchange of information and decision making. Remember that you are interviewing the entire time—everyone you meet may have the opportunity to provide feedback on your interview, so always maintain your professionalism.

Opening

Greet your interviewer(s) with a firm handshake, good eye contact and a smile. Wait until you are asked to be seated. Remember that first impressions are VERY important, so be sure to project your best and most professional image.

The interviewer may explain how he/she plans to conduct the interview.

Body

The interviewer will ask you questions regarding your skills, abilities, and interests. Project enthusiasm about the position and speak with confidence and conviction in your voice. Be sure to review a list of potential interview questions.

- Use specific examples of your experiences when responding to these inquiries because past behaviors are an indicator of future performance.
- Become masterful at communicating your background by choosing vivid and interesting examples that demonstrate your skills.

Closing

Prepare a brief summary statement to indicate to the employer why you would be the best choice for the position. Find out what are the next steps in their selection process before leaving. This is also a good time to ask for a business card if one has not already been offered.

Interview Attire

FOR MEN:
- A two piece suit in a dark color
- A tie in a simple pattern that matches the color of your suit
- Button down dress shirt (white or pastel)
- Polished dress shoes in a dark color
- No earrings. If you wear one take it out.
- Get a haircut
- Minimal cologne

FOR WOMEN:
- A neutral colored suit (pant or skirt)
- Skirt should be at or below the knee
- Pantyhose should be flawless and conservative in color
- Basic, closed-toe pumps (1-2 inch heel)
- Simple accessories. Be careful not to over accessorize!
- Make-up should be minimal and conservative in tone
- Minimal cologne or perfume

After the Interview – Following Up

Following up after an interview can be just as important as what you say during an interview. Within 24 hours write or email a personalized thank you letter to the interviewer(s). Thank You letters are not only for job interviews! They should be sent out after making a connection with a recruiter at a career fair, informational interview, or networking event.
After the Interview – Following Up, cont.
When sent after an interview, the letter should do the following:

- Restate the date of the interview.
- Thank the employer for the interview and their time.
- Demonstrate your interest and enthusiasm for the position or state that you are no longer interested.
- Remind the employer of one or two key reasons why you feel particularly qualified for the position.
- Mention something positive from the interview.
- If you forgot to discuss pertinent information regarding your qualifications, mention it now.

To check on the status of the position, you may follow-up with an e-mail or phone call 7-10 days after your interview. Be sure not to bother the employer unnecessarily!

Sample Thank You Note

Dear Mr. Smith,
I appreciated the opportunity to meet with you yesterday regarding the accounting position. I know my attention to detail and strong organizational skills will make me a good candidate for your organization.

Thanks again for your time. Please call me at 555-555-5555 if you have any questions. I look forward to hearing from you soon!

Best Regards,

OWU Bishop

Common Interview Mistakes & Reasons for Rejection

- Poor communication skills
- Uncertain or unrealistic future goals
- Poor personal appearance
- Lack of enthusiasm or interest in position, employer, failure to ask questions
- Excessive interest in salary, benefits, vacation
- Lack of courtesy, maturity, tact
- Lack of knowledge about the organization
- Lack of confidence or overly confident
- Badmouthing a former boss or professor
- Offering too much information – stay away from religion, politics, family plans, health issues
- Running away!!

Organizations that Recruit with OWU

Below is a select list of organizations that have recruited, hired, or posted positions with OWU in the last 2 years.

- Abbott Laboratories
- American Red Cross
- AmeriCorps
- ATA Airlines, Inc.
- Boys & Girls Club
- Buckle Retail Stores
- Cardinal Health
- Color Savvy Systems Limited
- Cleveland Genomics
- Citigroup
- CNBC-TV18
- CNN American Morning
- Columbus Vipers
- Dayton Society of Natural History
- Delaware City Schools
- Deloitte & Touche LLP
- Enterprise Rent-A-Car
- Ernst & Young LLP
- Experimental Pathology Laboratories
- Fidelity Investments
- Fifth Third Bank
- Great Lakes Science Center
- Greensleeves
- JPMorgan Chase
- KPMG LLP
- King and Spaulding Law Firm
- LM2
- Merrill Lynch
- Morningstar
- NASA
- National Science Foundation
- North Central Mental Health Services
- Peace Corps
- Schneider Downs
- Scholtz & Company, LLC
- SOM Cancer Research Center
- St. Christopher’s Hospital for Children
- Tandem Investments
- Teach For America
- UBS Investment Bank
- Walt Disney World
- Worthington Schools
- Youth Advocate Services
- Yellowstone National Park