Interviewing Hints and Tips

- Research the position or organization you are applying for.
- Attend some programs and talk to staff currently in the positions to become more knowledgeable and to be more prepared when asked questions.
- Come prepared with a few questions about the position and what you can do to improve your chances of getting selected. This shows that you’ve done some research and are genuinely interested in the job.
- Dress neatly & comfortably (no sweatpants or ripped jeans) this is a job interview.
- When you walk into your interview, smile and shake hands with each person interviewing you. This shows employers that you’re confident and you get to show off your great smile!
- When answering a question attempt to make eye contact with each person interviewing you regardless if they have asked the question or not.
- Make sure to give specific examples of how you have accomplished something.
- Turn off your cell phone.
- Don’t chew gum.
- Don’t look at your hands when speaking.
- Breathe.
- Be yourself!
- Take time for yourself when you can – even if it is just a few minutes to grab a drink of water and breathe
- Be confident in yourself and your abilities

**Note: You will be able to ask questions at the end of each interview, if time permits. If you leave your interviews with any unanswered questions, please contact your Hall Director and they will assist you.

*These tips have been provided to you by Hall Directors as well as Central Residential Living staff members. They are individual opinions and will not guarantee you a position. However, they are tips that we felt might be helpful in preparation for the upcoming hiring process.*