College of Engineering

Internship Preparation

10 Rules of Interviewing

1. **Keep your answers brief and concise.** Unless you are asked to give more detail, limit each answers to two or three minutes. Practice and time your delivery.

2. **Include concrete, quantifiable data.** Measurable information and details about specific accomplishments reinforce your strengths.

3. **Repeat your key strengths several times.** Explain how your strengths – supported by quantifiable accomplishments – relate to the company's goals and how they might benefit the potential employer.

4. **Prepare five or more success stories.** Before the interview, make a list of your skills and key assets, and identify one or two instances in which you used each skill successfully.

5. **Put yourself on their team.** Ally yourself with the prospective employer by using the employer's name and products or services. For example, "As a member of _____, I would carefully analyze the _____and _____."

6. **Image is often as important as content.** What you look like and how you say something are just as important as what you say. Gestures, physical appearance and attire are highly influential during job interviews.

7. **Ask questions.** Interviewing is a two-way street to find out if you are good match. The types of questions you ask and the way you ask them can make a tremendous impression. Write out specific questions, and look for opportunities to ask them during the interview. (But don't ask about benefits or salary.)

8. **Maintain a conversational flow.** Dialogue, not monologue! Incorporate feedback questions at the end of your answers and use body language and voice intonation to create a conversational interchange.

9. **Research the company, product and services, and competitors.** Gather pertinent information and data, and refer to it during the interview.

10. **Keep an interview journal.** Write a summary of what happened, and note follow-up action needed. Prepare and send a brief, concise thank-you letter in which you restate your skills and stress what you can do for the company.