

## **Interview Tips**

### **Do Your Research**

Finding out more about the company and position helps you know if the job is a good fit for you. It also helps you discover what the company is looking for in employees, and it will help you create informed questions.

#### **Research sources:**

- The company's website
- Newspaper and magazine articles
- Someone who works at the company
- Job descriptions
- Company information sessions and career fairs
- For undergrads: The campus career center, counselors, and professors

### **Build Your Résumé and Power Stories**

Just as your résumé shares your skills and abilities, “power stories” are 60-second examples you can share with an interviewer that demonstrate your strengths.

#### **To develop your résumé and your power stories, consider your experience that shows:**

- Motivation and passion
- Initiative
- Persuasiveness
- Good judgment
- Analytical skills
- Organizational skills
- Strong communication skills
- Leadership
- Responsibility

Develop four or five of your best power stories. Each story should first explain the situation or task you were faced with. Then explain the action you took and what the result was. Practice telling these stories so you'll be ready to use them in an interview.

## **Create Your 60-Second Commercial**

Your commercial is a 60-second summary to share with your interviewer about why you're excited for the interview by:

- Thanking them for the interview.
- Telling them why you're excited about the position and the company.
- Listing three or four things that make you ideal for the position.
- Telling them that you look forward to being able to share more in the course of the interview.

Here's an example:

“I want to thank you for having me here for the interview today. I'm excited about this opportunity. Target is such a dynamic, innovative company. I know with my ability to lead teams, my strong communication and analytical skills, and my passion for retail, I can make a big contribution as a \_\_\_\_\_.”

## **Prepare Questions**

Create your list of questions to ask during the interview. These questions might include:

- What are the duties and responsibilities of the position?
- What does a typical day look like in this position?
- What do you like best about the position? Least? What do you like best/least about the company itself?
- How would you describe the culture at your company?
- What kind of training might I get for this position?

## **The Interview**

### **Make a Good Impression**

Arrive 15 minutes early. Smile and make eye contact throughout the interview. Your appearance is very important. Men should wear a suit, a pressed dress shirt and tie. Women should also wear a suit and a pressed dress shirt.

During the interview, make sure to listen carefully. When you share your power stories, do it with enthusiasm. Ask your questions after the interviewer has finished asking theirs.

### **Before you leave:**

- Thank the interviewer

- Tell them you've enjoyed meeting them and learning more about the company
- Share your commercial
- Ask about decision timing
- Get their business card
- Shake hands

### **Review the Interview**

First, send a thank-you note to the interviewer within 48 hours.

By evaluating the interview, you can reflect on how to improve your interviewing skills. It will also help you decide whether you think the position is a good fit for you. Ask yourself:

- Who interviewed me? What was their role?
- What reaction did they seem to have to me?
- What was my overall impression of the interview?
- What would I do differently? What would I do the same?
- What things did I do or say that seemed to impress the interviewer?
- What is my impression of the job? Can I see myself doing it?
- What is my impression of the company?
- Can I see myself there?
- What are the duties of the job?