

Interview Tips for

On-Campus Jobs

On Campus Interview



Ask potential references if you can give out their contact information.

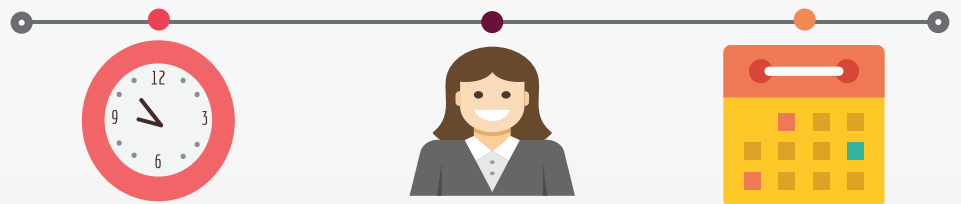


- Prepare answers to common interview questions.
- Think of two questions to ask the interviewer.

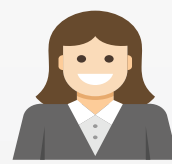
Before Interview Day



Look at the department or office website to understand its mission.



Ask how long the interview will take — schedule appropriately.



Ask about the office dress code to plan your interview outfit.



Know your availability for a future work schedule.

Work with your campus's career services to practice your interview skills.

REMEMBER



Have the interviewer's contact information with you in case you're unavoidably delayed.

Bring a copy of your resume and cover letter, as well as any reference information.

Day of the Interview

- 1 Arrive five to 10 minutes early.
- 2 Silence or turn off your phone.
- 3 Dispose of any food or gum beforehand.
- 4 Introduce yourself and shake hands firmly.
- 5 Be friendly and relaxed (but still professional).
- 6 Be attentive and make eye contact.
- 7 Don't feel like you need to rush every answer.



- Ask about the next steps and timeline.
- Thank the interviewer for his or her time and shake hands again.

After the Interview



Within 24 hours, send a more formal thank-you by email.



If you haven't heard anything within a couple of days after the timeline you were given at the interview, follow up.