

Tips for Interviewing

It is always a good idea to be prepared.
Feel confident with these helpful tips on conducting an interview.

Research

If possible, prepare yourself on the topic ahead of time. For example, if you know you will be interviewing a mechanical engineer, you may want to do some research to generate questions specific to that field. The more specific your questions are, the better!

Question Prep

Write down your questions ahead of time. This way you already know what you are going to ask in case you get nervous and forget what to say. Try to ask questions that cannot be answered with a simple yes or no. Make your interviewee talk, that's what they are there for!

Practice

Get familiar with your questions by practicing asking your questions to a friend.

Take Notes

Bring a notebook and pencil with you to jot down notes. You do not have to write everything down, just the highlights or information you feel is very important.

Be Courteous

Be on time; it shows that you care and value your interviewee's time. Make eye contact while you are speaking with your interviewee, and always thank them for the opportunity to find out more about their career.

Review

Read your notes after your interview so you remember the conversation.

Have Fun!

