



Twardowski Career Development Center
West Chester University
West Chester, PA 19383-4230

610-436-2501
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www.wcupa.edu/cdc

BEFORE

- Make sure your **voicemail or answering machine** has a professional message. Listening to clips of songs, shows or a really long introduction may not leave a favorable impression and the employer might not decide to bring you in for an interview after all.
- **When setting up an interview time**, be sure to ask the person on the correct street address, approximately how long to plan for, who would be meeting with –these details could save you much stress later in the process
- **Be sure to get directions**, plan a route or figure out public transportation options ahead of time. If possible, do a ‘practice run’ to the area of your interview.
- **Dress the part!** You can look at the “[Dress for Success](#)” for guidelines. These apply to internship positions as well.
- Invest in a professional looking ‘**portfolio**’ to bring extra copies of your resume, a pen, a notepad and references (as needed)
- **RESEARCH the organization**—what do you know about it? Why do you want an opportunity there? It is crucial to articulate this to the employer. See “[Researching Employers](#)” option from the menu items
- **Go through your resume** from beginning to end. Be prepared to talk about anything on the resume. You should be able to explain acronyms and talk about the work and professional organizations you have listed
- **Prepare 3 or more “Success Stories.”** Detailed examples of projects, jobs or other situations where you were directly involved in the success of an item

DAY OF THE INTERVIEW

- **Arrive 15 minutes** early and be pleasant to everyone you encounter in the building
- If you have a backpack or a coat, politely ask the receptionist if you can leave them in a secure area till to you come back from your interview. Walk in with your portfolio
- Greet the employer **with a smile and a firm handshake**—not bone crunching, but confident
- Be aware of your body language. For example, if you tap your feet when you are nervous or lean far back into your chair, be sure to make a note of that
- **Manage your anxiety—it’s OKAY to be nervous!** Visualize a really great conversation you had with someone in the past and how easy it was to talk to them; picture the interview as an ‘exchange of information’ between the employer and you; remember that the interviewer is a human being with their own roles, responsibilities and stressors as well.



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AFTER THE INTERVIEW

- Let the interviewer end the interview. **Thank her/him for the opportunity and** ask for a business card.
- Once away from the interview area, jot down some notes—what went well, what did you wish you had mentioned? Did they say anything about decision-making timelines?
- **Follow up with a ‘thank you’ email or letter** within 24-48 hours after the interview. If there was a committee or group, you can request the main interviewer to extend you appreciation to the entire interview team.
- Keep it brief, simple and genuine. See “Thank You Notes” for further information