



Interview Tips

An interview is one of the most important opportunities for you to showcase yourself and your efforts to an organization. Whether it's for a job, internship, or scholarship, interviews can be stressful! This guide is designed to give you tips about how to prepare and navigate the interview process.

Tip #1 Do your research.

Look into the company that is offering to interview you for the position or scholarship. It is good to know the mission of the company, as well as its goals and values; these may be good points to discuss during the interview. For scholarships, research any expectations that the providers may have that are part of the agreement with the scholarship. Research will provide you with background on the organization, as well as any requirements or expectations you must meet for your application.



Tip #2 Prepare for your interview.

It is always best to be ready ahead of time. This process can involve practicing answers to common interview questions, reflecting on examples or instances that highlight your skill set, and preparing questions that you may have for your interviewer(s) about the position or scholarship.

Tip #3 Dress appropriately.

How you dress for your interview can make a lasting impression; it is always better to be over-dressed than underdressed. Try to plan an outfit that matches the organization or its culture. Avoid over-accessorizing, as this can be distracting during the interview. Wear professional clothing that is clean and fits well.

Tip #4 Your body language matters.

Poor body language can be distracting. Although you may be nervous, your preparation has led you up to this point! Effective body language involves smiling, maintaining eye contact, nodding, and active listening. Try to be natural, confident, and authentic. Avoid slouching, fidgeting with your hair or a pen, and mumbling.

**Tip #5** Follow-up on your interview.

Be sure to send a thank-you email or note shortly after the interview. This may give you an advantage over other candidates who did not follow-up on their interview.

Further Assistance: For more detailed help or if you have questions, visit the Writing Center located in the Lewis University Library or call 815-836-5427.

Sources Consulted: LiveCareer, TheBalance