

## **FROM THE OTHER SIDE OF THE TABLE**

An interview is the process which follows a written application.

If they like you on paper, at the interview they want to get to know you personally.

An interview goes both ways, and it is a combination of questions, answers, and conversational skills.

Whether it is an individual or a group interview, an interviewer will be looking for:

Educational background	Verbal and written communication	Potential contributions
Work/service history	Stress and flexibility	Vision and Teamwork
Leadership potential	Commitment and motivation	Decision making
Future career orientation	Maturity and adaptability	Developmental areas
Problem-solving skills	Goals and Seriousness of purpose	Extracurricular activities

How to prepare yourself for the interview:

1. Get important information about the institution (college or university). Do your homework!
2. If you know the name(s) of the interviewer(s), get to know something about him/her/them.
3. When the interview takes place in an unfamiliar place, if possible, visit the place the day before.
4. Plan to arrive 30 minutes earlier, but do not show up at the place until 10 minutes before schedule.
5. Practice. Do not forget the “mirror” technique.
6. Dress appropriately.
7. Prepare three questions.
8. Observe and do not pay attention to other interviewees’ comments, either before or after their time.
9. A few minutes before your interview time, get a drink of water and take a few deep breaths.
10. Are you nervous? a) Positive mind; b) Press your hands; c) Avoid people who normally make you nervous.
11. Gather information about things you do for relaxation. Make sure you know why you do it.
12. Have a professional contact information and pay attention to your personal image on social media.

Important points to consider during the interview:

1. Be aware of questions that begin with “can you...”
2. Avoid absolutes (always, never) and cliché phrases.
3. Unique or less common answers set you apart from other interviewees.
4. Whenever possible, use different points of view, angles, or perspectives.
5. Unless it is extremely necessary, do not ask for clarification or take notes.
6. When talking about a book, movie, person, your hero, etc., assume that the interviewer knows the source.
7. When talking about personal information (education, etc.) do not take for granted the written application.
8. Do not try to guess what is on the interviewer’s mind.
9. Names are important. Whenever possible, use them.
10. What to do when a question includes a scale: extremes are not recommendable, or they ask about “your favorite..., ...ideal..., ...dream..., ...highest call, ...drive.”
11. Do not dominate the conversation (do not offer all your information at once). In group interviews, do not ask all the questions; let others participate.
12. Be a genuine listener.