

Interview Tips

WHAT TO KNOW TO BE PREPARED!

DRESS FOR SUCCESS

Dress in Business Professional Attire: solid or neutral-colored suits (pops of color allowed), coordinating pieces, and well-fitted clothing that makes you feel confident.

- Wear closed-toe, professional shoes
- Neat, professional hairstyle/ grooming
- Keep accessories and fragrances minimal
- When in doubt, it's usually better to be slightly overdressed!

BEFORE THE INTERVIEW



Research the Organization

Visit the website, learn about their mission, values, and culture.



Understand the Role

Review the job description and think about how your skills and experiences match the position.



Prepare your Story

Think of examples that highlight your skills in areas like teamwork, leadership, problem-solving, and communication.



Practice out Loud

Practice common questions using the STAR Method. This helps with clarity, confidence, and pacing.



Plan Ahead

Test your technology (if virtual), plan your route, gather materials, and aim to arrive 10-15 minutes early.

DURING THE INTERVIEW



Communicate Confidently

- Speak clearly and thoughtfully
- Take a moment before answering
- use specific examples
- It's okay to take a second to think!



Be Aware of Body Language

- Maintain comfortable eye contact
- Sit up straight
- Smile naturally
- Show active listening through nodding and engagement



Use the STAR Method

- A simple way to answer behavioral questions.

S

Situation
What happened?

T

Task
What was the goal?

A

Action
What did you do?

R

Result
What was the outcome?

INTERVIEW DO'S

- Research the company and the role
- Highlight your skills using the STAR Method
- Prepare thoughtful questions to ask
- Be positive and professional
- Take notes, remember names
- Send a thank-you email within 24 hours

INTERVIEW DONT'S

- Rely on your resume to sell itself
- Speak negatively about employers or others
- Give only "yes" or "no" answers
- Lie or Overshare unrelated personal information
- Inquire about salary or benefits too early - asking for a range is okay, but do not let this be the first and only question you ask



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