

Interview Guide

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CAREER CENTER OVERVIEW FOR THIS GUIDE

This guide focuses on providing an overview of interviews: what to prepare, expect, and follow up. Please note that exact interview questions will vary by industry and the position type for which you are interviewing; however, most interviews share common categories of questions asked to ascertain your background, qualifications, interests, and ability to succeed in the prospective role. The goal is for you to be “career ready” confidently reflecting on your achievements and goals as well as strategically evaluating the value of different opportunities based on your current priorities and interests.

According to the National Association of Colleges and Employers (NACE), “career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management... Career readiness is the foundation upon which a successful career is launched” (NACE: [“What Is Career Readiness?”](#)).

At Suffolk University, we are dedicated to the success of our students and alums, and we believe every graduate should engage in the following to be career ready:

- [Ongoing Career Planning](#)
- [Articulating Professional Value](#)
- [Building Social Capital](#)
- [Social Identity Reflection](#)
- [Experiential Career Development](#)
- [Strategic Career Transitions](#)

We acknowledge that the word “professional” or “professionalism” has been used in ways that perpetuate systemic bias and inequity. We strive to empower seekers to recognize the importance of context and make informed decisions based on their background, goals, and priorities. We welcome you to have a conversation with us regarding “professionalism” and to access our resources on [Equity and Access](#).

Being *career ready* requires inquiry and inventory of your goals, interests, priorities, strengths, and areas of growth. Being *career ready* encourages ongoing reflection and exploration. Being career ready strategizes your next steps as you learn more about yourself and the organizations you aspire to join.

For more information following this guide, including the opportunity to practice interviews, [make an appointment](#) with a Career Advisor through the Career Center or email careers@suffolk.edu today!

OVERVIEW OF INTERVIEWS

Congratulations! If you are invited for an interview, you are already seen as a qualified candidate, so the interview is your chance to showcase that you would be a valuable asset to the organization. Interviewing is a two-way street: a mutual exchange of information to determine how your values and goals as well as those of the employer connect. Research, preparation, and practice are the keys to a successful outcome.

Do Your Research

Know as much as you can about the company you are interviewing with. Go beyond the “basics” by researching the following and reflecting on how what you discover aligns with your values and goals currently in the process:

- Current industry, future outlook, and competition
- Trends, established products, and services
- Mission and achievements
- Organizational history, structure, and culture

Understand the Job Description

Study the language of the job description.

- Activities/responsibilities, skills/education/experience required, paths within the career field, market-based salary range, benefits

Review yourself.

- Strengths, areas of improvement, skills, knowledge base, goals, opportunities, concerns

Make a bridge between you and the employer.

- What are they looking for and how do you connect with that? What types of things are mentioned in the job description? How have you demonstrated those skills?

It is important you identify **WHY** you want to do this kind of work and where you want it to lead you in your career. Then, think of examples from your history to illustrate your qualifications and make explicit the connection between what *you* are all about and what the *position and company* are all about.

Reflecting on specific experiences will prepare you for *Behavioral Interview Questions* (read on to learn more!) as well that employers often ask to learn about how you responded in different previous situations to gauge how you would approach new projects and/or challenges in the future.

Ultimately, knowing your strengths and weaknesses in different contexts will help you be prepared to leverage them strategically based on your goals, experiences, and qualifications for the role.

Interview Mediums

To best practice for interviews, understand the major types of interview formats.

Remote Synchronous: these interviews allow for remote flexibility and the ability to speak with your interviewers live. Note that such interviews may last from 15-60 minutes at a time; phone and audio only interviews tend to range closer to 15-30 minutes, whereas video interviews may run about 30-60 minutes. Anticipate answering about 3-5 questions and getting the opportunity to ask about 1-3 questions roughly.

- Phone
- Audio: FaceTime (no video), Skype, Zoom, Teams, etc.
- Video: FaceTime (with video), Skype, Zoom, Teams, etc.

Remote Asynchronous: these interviews via JobVite, Recruiter.Com, Modern Hire, Interview Stream, HireVue, etc. allow for the most flexibility for the employers or recruiters reviewing candidates but will require the candidates to record themselves ahead of time answering questions from the employer. These video interviews usually last about 20-30 minutes with about 3-5 questions asked and about 60-90 seconds provided for each response. Depending on the software and/or hiring practices at the organization, you may or may not receive the interview questions ahead of time and you may or may not be permitted to record an answer multiple times. Generally, plan to prepare for questions as you would for a live interview where you would likely not know the questions ahead of time and plan to record yourself once only but with likely 30 seconds of planning time allotted for you per question. Be sure to have some note paper and pen or pencil before you to take down notes as you go to help you brainstorm more precisely on the spot.

- Recorded Video: JobVite, Recruiter.Com, Modern Hire, Interview Stream, HireVue, etc.

In-person: these interviews allow you to engage directly with the hiring managers and/or your prospective colleagues. However, settings may range from traditional offices or employment

sites to cafes and restaurants. Be prepared for the variety! You may also have focused interviews with one individual at a time or panels with 3-5 interviewers. For panel interviews, engaging everyone is key to demonstrate your ability to connect to a wide audience. Also note that panels may include multiple interviewers from your prospective team or multiple prospective candidates and one facilitator if they organization is looking to assess your collaborative capabilities directly (referred to here as “reverse panels”). In-person interviews will range from about an hour for either a panel or individual interview to a full 8-hour day with possible tours, lunch breaks, and multiples styles of interviews at once. If not provided the information upfront, you may inquire as to the duration of the interview, especially if you need to make travel arrangements, and always bring copies of your resume in case the different interviewers do not have a copy.

- Individual
- Traditional and “Reverse” Panel (also known as a Group Interview)
- Consecutive

The more you tell your story and become familiar with questions that could potentially be asked in a variety of formats and settings, the more comfortable and organized you will be.

Practice, Practice, Practice

Whether your interview is on the phone, via Skype, video, in person and live (synchronous) or pre-recorded via a virtual platform (asynchronous), our office is here to help!

Schedule a one-on-one appointment with a Career Advisor through Handshake. You may use this time to go over the steps to prepare for an interview, review sample interview questions or platforms, and/or you may practice a simulated interview.

Beware Common Challenges or Concerns with Interviews

- Avoid arriving too late or too early; you do not want to feel rushed during your conversations, but you also do not want to rush your interviewers to begin ahead of their scheduled time with you.
- Avoid speaking poorly about your previous supervisor or workplace; if challenges occurred, reflect on them constructively and strategically.

- Do not provide inaccurate or misleading information; reference and/or background checks are often used as means to confirm presented information throughout the application process.
- Silence media devices that are not required for your participation in the interview: laptops, phones, watches, ear buds, etc.
- Ensure you are as positively and enthusiastically engaged as possible during your dialogues as this “energy” level will be perceived to be representative of your level of interest and dedication to the position.
- Avoid inquiring about benefits and/or salary in the first phase of interviewing to focus more on the intrinsic value of the organization or position and your qualifications.
- Review your submitted documents: resume, cover letter, any additional content as part of the application ahead of time, especially if simultaneously interviewing for multiple opportunities to make sure you are referring to the most relevant points for the position at hand.
- Listen actively to the questions asked of you and the details shared about the organization, the team, and the job. Avoid interrupting when the interviewer is still speaking; wait for pauses in the presentation to interject your commentary and/or follow-up questions.
- Use precise language to reflect on your achievements and answer questions directly with detailed examples. Avoid empty statement fillers such as saying, “you know,” “like,” “I guess,” and “um” that may detract from the focus of your most relevant statements.
- Avoid becoming defensive even if challenged. Know that oftentimes follow-up questions are meant to clarify context, not discredit it. However, if by the end you observe that your values differ in a significant manner that would affect your ability to work efficiently on a daily basis, then note that in your decisions for next steps but do your best to wrap up the conversation in the most positive light since you never know if you will still share a common network.

THE INFORMATIONAL INTERVIEW

As part of your continued preparations for interviews, we strongly recommend an informational interview – a short meeting with a current employee in which you can learn

about their career, company, and/or field. Although you may be looking for an internship or job, *it is **not** appropriate to ask for employment* in this context. You are simply gathering information and making a connection; an informational interview may be integrated as part of your research of the organization or a specific role.

When you connect with a colleague, keep the note brief. Include why you are interested in talking to them, something that connects you (same major, Suffolk grad, from the same town, etc.), and the best way to reach you. If a mutual connection shared their name, mention them!

Sample Inquiry

Dear Mr. Zheng,

As a Suffolk biology major who is exploring careers in pharmaceuticals, I'm interested in learning about your career in pharmaceutical sales. May we connect for a quick coffee or phone call? You may reach me at 617-555-1555 or jboudreau@su.suffolk.edu.

Thank you,

Jean Boudreau

THE ELEVATOR PITCH

One of the most common questions as part of any interview type is “tell us about yourself.” This question or any variation of it from “share a little about your background” to “what brings you here today?” serves as an introduction to your qualifications, interests, and pursuit for the role – becoming your “elevator pitch.”

Plan to articulate your background and goals for the interview in 60 seconds using the following talking points:

1. Express gratitude for the opportunity to interview
2. Declare your name, class or graduating year, degree and field(s) of study
3. Identify the role type that you are seeking
4. Briefly note 2-3 connected experiences you have had to the prospective role from past employment, internships or apprenticeships, and volunteer work

5. Highlight your major and most relevant skills and strengths from those past experiences to the present role
6. Note what excites you most about the position, company, or opportunity to speak in the moment

Practice your introduction so that you can move on to the important next step – the interview. Add positive nonverbal communications – eye contact, facial expressions, body language, and posture. Practice with a mirror, a friend, and/or a career advisor.

Sample

(1) Thank you for the opportunity to interview today! (2) My name is Khalil, and I am graduating in May 2021 with my bachelor's degree in sociology and majoring in public relations. (3) I am looking forward to becoming a case worker at your non-profit organization. (4-5) With experiences as a caseworker intern in Boston, a community advocate through Missions of Mercy, and a camp counselor for children during the summers, I believe my compassion, dedication to community, and attention to detail would allow me to thrive in this role and best support your clients. (6) I look forward to learning more about your team and organizational resources.

QUESTIONS YOU MAY BE ASKED

An essential part of interview preparation is formulating answers to specific questions. There are some standard questions that frequently come up during an interview. Here are five of the most common interview questions as well as what the employer is looking for in your response

Tell me about yourself.

This is the most predictable yet sometimes the most frustrating of all interview questions. The interviewer has a copy of your resume in front of her so why ask the question? This is simply your opportunity to present yourself in the best possible light; think back to the elevator pitch addressed early on in this guide!

For best results:

- Focus on three or four areas within your resume that are relevant to the job opening.
- Be concise. Limit your moment in the spotlight to 1-2 minutes maximum.

- Show enthusiasm. Hiring managers love a genuinely interested candidate.
- Do not refer to experiences not connected to your pursuits for the role.

What do you know about the company?

A vital element to interview preparation is researching the company, including its background, structure and current industry trends. Employers are most impressed by candidates who have taken the time to thoroughly investigate their brand. Search company updates regularly in preparation for your interview, including on their main website and available Social Media.

What are your strengths and weaknesses?

This is another favorite from the lineup of interview questions and answers. Responding to the strengths element of this question should be relatively straightforward if you have thoroughly analyzed the job posting and identified the key skills needed. By highlighting your personal strengths that most closely match the company's needs, you are emphasizing your suitability for the role. When it comes to weaknesses, everyone has weaknesses but do not get bogged on in the negatives. Think of this as an opportunity to reflect on an area of improvement – and one that you hope to master with this role. The key is to demonstrate your willingness to work on improving your “weakness,” your eagerness to learn from it, and adapt to different situations or challenges despite it. Reflecting as such on a potential area of growth also shows a level of self-awareness.

Why do you want to leave your current position? Why do you want this job?

Most candidates typically respond to this question by outlining what benefits they will gain from accepting a particular job. The employer ideally wants to know not only what the company can do for you, but also what you can do for the company. What aspects of your qualifications and experience will add value to the organization if you are offered this job? If you are currently employed but unhappy in your present role, it is essential to focus on the benefits of joining the employer, rather than the negatives of your current predicament. A negative attitude is one of the principal reasons that new employees fail to succeed in a new job because it limits their ability to focus and engage on growth opportunities before them.

Where do you see yourself in five years' time?

Unless you have been peering into your crystal ball recently, it is impossible to give an accurate answer to this question. What the employer is looking for is an indication of long-term

commitment. If you are the preferred candidate, will their investment pay off? Your response should imply that you intend to grow your career with the company. You may also want to turn the tables and ask the hiring manager where they see the company in five years' time.

Tell me about a time when...

Questions that refer to a particular instance or experience from achievements to failures represent *behavioral interview questions*.

Behavioral interviewing is based on the premise that the most accurate predictor of future performance is past performance in a similar situation. Interviewers develop their questions based on skills and behaviors they have identified as essential to the job. The interviewer's questions are designed to have you describe past experiences that demonstrate these skills.

Preparing for the Behavioral Interview Questions

Use job descriptions and organizational literature to identify the core skills of the job. Some of the skills you may be evaluated on include:

- Adaptability
- Communication (oral and written)
- Active listening
- Analytical ability and problem solving
- Collaborative capabilities
- Organization and planning
- Initiative and decision-making
- Creativity and presentation skills
- Management and leadership
- Attention to detail and thoroughness
- Technical or field-based knowledge

Using the Situation, Action, Result Approach (STAR) to Answer

Your responses to the interviewer's questions need to be specific and detailed. Always describe a particular situation that relates to the question, what action you took, and the positive result or outcome. This is the STAR approach:

1) Situation or task

2) Action

3) Result or outcome

The interviewer may ask additional questions to uncover greater details about your actions and behaviors. When you prepare for the interview, identify 3-5 specific situations from your work history, academic experience, or community service that demonstrate some of the skills noted above that are more relevant to your position of interest. When reflecting on challenges or failures, it is important to choose situations when you were able to turn the negative experience into a positive learning outcome to demonstrate your adaptability, resilience, and strength. Empower your challenges to exemplify your agency.

Sample General Questions

- Tell me about yourself.
- How would you describe your ideal job?
- Why did you choose this career? What goals do you have in your career?
- How do you plan to achieve these goals?
- How do you evaluate success?
- Describe a situation in which you were successful.
- What accomplishments have given you the most satisfaction in your life?
- Would you rather work with individually or with people? Are you a team player?
- What motivates you?
- Why should I hire you?
- Tell me about some of your recent goals and what you did to achieve them.
- What is your long-range objective? What do you see yourself doing five years from now?
- How do you handle conflict? How do you handle pressure?

- Have you ever had a conflict with a boss or professor? How did you resolve it?
- What major problem have you had to deal with recently?
- What is your greatest strength? What is your greatest weakness?
- If I were to ask one of your professors to describe you, what would they say?
- Why did you choose to attend your college? Do you have any plans for further education?
- What were your favorite classes and who were your favorite professors? Why?
- What qualities do you feel a successful manager should have?
- Why do you want to work in this industry?

Sample Behavioral Questions

- Describe a situation in which you had to seek out relevant information, define key issues, and decide on a course of action to solve a problem.
- Tell us about a time that you failed.
- Describe a significant goal and how you achieved it, despite obstacles.
- What is the most challenging group with which you had to gain cooperation? How did you do it?
- By providing examples, convince me that you can adapt to a wide variety of people, situations, and environments.
- Have you ever had to “sell” an idea to your co-workers, work group, or customer? How did you do it?
- Describe a time on the job in which you were faced with problems or stress that tested your coping skills.
- Tell me about a time when you had to go above and beyond the call of duty to get a job done.
- How did you handle a challenging situation with a customer?
- Describe a situation in which you worked effectively as a member or leader of a team to complete a project.
- Describe a recent unpopular decision you made and its results.
- How do you decide what gets top priority when scheduling your time? Give an example.

- Describe a situation where others you were working with disagreed with your ideas. What did you do?
- What steps do you follow when studying a problem and deciding upon a solution?
- As a manager or leader, how have you handled a situation in which you had to discipline or counsel an employee or group member?
- Seeing service as a priority and continuously striving to meet and exceed clients' needs, requests and expectations: describe a situation where you exceeded a customer's or colleague's expectations.
- Tell me about a time you couldn't handle a request. How did you handle that situation?
- Think of a time when you had to handle an unreasonable request. What did you do? What was the result?
- Describe a situation when you had to use a different approach or style to be effective with a certain person. What were you thinking? What was the result?
- You've heard the expression, "You can't change horses in midstream." Tell me about a time you had to do just that. How did you handle that situation? What was the result?
- Tell me about a time you were affected by a major change. What did you do? What was the result?
- Think of a time somebody had a very different point of view on something important to you. How did you handle that situation?
- Describe the last time you made a difficult decision. What factors did you consider?
- Describe a situation when you had to draw a conclusion or make a recommendation based on a large volume of data. How did you go about this? What was the result?
- Describe a task that required absolute accuracy. How did you go about this?
- Have you ever been confronted with the dilemma of having either to finish something fast or finish something right? How did you handle that situation?
- Demonstrating belief in own expertise or abilities and willingness or desire to take on challenging assignments or situations: describe a time you stood up for your own opinions even when others strongly disagreed.
- Now tell me about a time you didn't stand up for your own opinions. How did you handle that situation?

- Tell me about a team or group you belonged to that wasn't very cohesive. How did you handle that situation? What was the result?
- Think about a particularly good relationship you developed with a customer or co-worker. What did you do that contributed to building this relationship?
- Tell me how you handled a conflict at school or work.
- Describe a stretch goal you set for yourself. How did you go about achieving it? What was the result?
- Tell me about a time you were faced with major obstacles as you attempted to meet an objective? What did you do?
- Tell me about a time that you failed.
- Developing and using approaches that organize and manage work or solve problems efficiently and effectively: tell me about a time when you found yourself swamped at work or school? What did you do?
- Think about a large project or complex task you were responsible for. How did you go about getting it done? What was the result?
- Think about a situation when your work was constantly being interrupted. How did you stay on track?
- Describe how you went about learning _____ (a technical skill or platform).
- Tell me about a time you solved a problem or improved something by using a technology solution.

QUESTIONS YOU MAY ASK

An interview is meant to be a two-way street. The hiring manager is interviewing you to determine how you are qualified for the role. At the same time, you could be asking questions to determine whether this position would allow you the opportunities you prioritize and seek.

It is important to always ask questions in an interview because it allows you to learn more about the setting and the role as well as demonstrates to the interviewer your added level of consideration and engagement through inquiry. You can ask a range of questions that focus on the company or the position.

The Company

Asking questions about the employer shows your interest in the company and that you are able to make relevant conversation about the organization and industry.

- What do you see ahead for your company in the next five years?
- How do you see the future for this industry?
- What do you consider to be your company's or organization's most important assets?
- What can you tell me about your new product or plans for growth?
- How do you stand out amidst similar companies or organizations?

The Position's History

These types of questions will provide insight into the company and potential for advancement as well as the context that you would be walking into.

- Is this job opening due to growth or replacement?
- What were role challenges for the last person who held this job if this role serves as a replacement?
- What were the major strengths and weaknesses of the last person who held this job?
- What types of skills do you not already have onboard that you are looking to fill with a new hire?

The Department

Asking about your department's work and role in the company can help you understand more about the company's culture and hierarchy. For example, if the culture is formal and structured, but you are most fulfilled and focused in a more relaxed environment or if it is a more competitive environment, but you are more collaborative and reserved, this job might not be conducive for your values or priorities. It is important to recognize different dynamics.

- What is the overall structure of the company and how does your department fit the structure?
- What are the career paths in this department?
- What have been the department's successes in the last couple of years?
- How do you view your group/division/department?

Job Responsibilities

These questions show that you are thinking beyond the interview – visualizing what it will be like to do the work itself. This is different from many candidates, who appear to be focused solely on getting the job offer without thinking about what will come after that. It also pays to gain a solid understanding of the position to avoid any confusion later on.

- What would you consider to be the most important aspects of this job?
- What are the skills and attributes you value most in someone for this position?
- Where have successful employees in this position progressed to within the company?
- Could you describe a typical day/week in this position?
- Could you provide an example of the typical client/customer I would be working with?

Expectations

To determine how and when you will be evaluated it is recommended that you ask these questions. This shows the interviewer that you recognize that every position has challenging elements and that you are being thoughtful about what it will take to succeed in the role.

- What are the most immediate challenges of the position that need to be addressed in the first three months?
- What are the performance expectations of this position over the first 12 months?
- How will I be evaluated at this company and how often?

Organization’s Commitment to Diversity, Equity, and Inclusion

- What is your organization’s commitment to diversity?
- What social causes does your organization support?
- Has your organization made any formal commitments in support of racial equity?
- Does your organization offer any formal employee training around biases?
- What resources has your organization integrated in addressing systemic biases and racial injustices?
- What resources has your organization provided to its employees in managing the COVID-19 Pandemic?

- Does your organization have any affinity groups or committees to support diverse populations? If so, how do these groups contribute to the culture of the organization?
- Does your organization complete annual compensation equity analysis?

Next Steps

Always wrap up with this question so that when you go home you know what to expect next.

- What are the next steps in the interview process?
- What is your next step for consideration?
- What is your current timeline for this role?
- When will you be making a decision on this position?

Additional Sample Questions When in Doubt!

- What about my background has interested you?
- What type of person are you seeking?
- What can you tell me more about the department – its challenges and goals?
- Who is the manager I would be working for and what is their management style?
- With whom will I be working most closely with and what are their functions/roles?
- How would you describe your company culture?
- How is information communicated in this department or organization?
- What is the typical career path for this position?
- What type of internal and external training do you provide?

YOUR PRESENTATION

Be Engaged

Express your enthusiasm for the position and listen carefully to the employer. Speak intentionally but not too quickly. It is okay to take time to think before you answer. Be positive as you describe your skills, experiences, and accomplishments. In addressing challenges, you may have faced previously, reflect on how you grew from those experiences. Be sure to answer the question fully and provide an example or explanation to support your answers: context is key as every lived experience varies!

Demonstrating your engagement and enthusiasm can also be conveyed by asking follow-up questions and maintaining focused and intentional body language through the following if possible:

- Sustained eye contact
- Smile authentically
- Forward facing posture and positioning
- Avoiding slouching and turning away from the interviewer for more than a moment
- Limiting fidgeting including playing with accessories, tapping feet or hands, etc.
- Controlled facial expressions by avoiding any extreme displays of anger or defensiveness

Dress for the Industry

Most industries will anticipate business professional or business casual attire, which may include but is not limited to the following:

- Suits
- Dress pants or khakis
- Dresses
- Blouses or collared shirts
- Skirts
- Blazers or cardigans
- Closed-toe shoes (either flat or with heels depending on your comfort level)

Ensure that whatever you wear helps you embody confidence, focus, and career readiness.

Bring Supplies

Bring a bag or briefcase with resources for the day.

- A portfolio or folder with extra copies of your resume and/or cover letter
- A notebook or blank paper to take notes or gather business cards
- Pen or pencil for writing
- Water in case you are thirsty or get nervous and need to recenter your focus
- A change of clothes if applicable and necessary

FOLLOW UP AND REFERENCES

Send a Thank-You Note

Send either an emailed or written thank-you note to all individuals you interviewed with. Ask for business cards while at the interview to collect contact details.

Whether you mail your thank-you note or email it is up to you, but it is important the message is received within 1-2 days so that employers know your continued interest. As a result, if you choose to mail it in, please send the thank-you card right after the interview so that it is delivered in this timely manner.

Mention something that you found particularly interesting or that you appreciated learning while reiterating how you believe you could further enhance their organizational culture.

Also, if you feel you struggled to answer a particular question – either getting too nervous on the spot or noting the wrong point – you may “re-answer” the question in your follow-up message, acknowledging what you came up with upon further reflection.

Personalizing thank-you notes goes a long way as it reinforces connection. Feel free to also follow up with any questions or information you did not feel you answered sufficiently.

For general structural tips on your thank-you note, consider the following outline and sample:

- 1) Thank the employer for the opportunity to interview.
- 2) Identify 1-2 specific points you learned about the position, team, or organization that added to your interest or excitement in the position.
- 3) Reiterate 1-2 of your most pertinent qualifications or skills for the role based on the interview discussion.
- 4) Restate your understanding of when you will hear from them next and/or enthusiasm for the next steps.

Sample Thank-You Email

Dear Ms. Patrillo,

(1) Thank you for meeting with me to discuss the Training Specialist position. (2) I enjoyed speaking with the members of the Training Department team, and believe the position is a good match with my background in designing and presenting dynamic workshops.

I was especially interested in hearing about the organization's plan to initiate online learning programs. (3) In my last position, I researched vendors and managed the company's first distance learning courses for our employees in satellite offices. I learned how to plan and implement successful courses via videoconferencing. I also taught a management development distance education course, which furthered my ability to facilitate discussions between local and satellite classrooms.

(4) Again, thank you for the opportunity to interview with you. I look forward to hearing from you by next Wednesday about next steps and how I can contribute to the goals of the Training Department.

Sincerely,

Adela

Evaluate

Is this a place you think you would enjoy working? Do you feel comfortable in the environment? Remember, part of an interview is also deciding if this is the type of position you would accept given your needs and priorities in the moment. Prove that you have been thoughtful about the process of interviewing by asking questions that reflect your knowledge of the field and position but also enable you to learn what you need about the culture and organization.

Prepare Your References

Create a "Reference List" document using the formatting style (contact information header and fonts) of your resume and cover letter to maintain your brand consistency.

List 3 references and include the following for each for the document to read clearly, precisely, and relevantly for your pursuits:

- First and Last Name
- Job Title
- Company Affiliation
- Phone Number
- Email Address
- Relationship (former supervisor, coworker, professor, advisor, etc.)

INTERVIEW CHECKLIST

- Know where you are going, how to get there, how long it will take, and with whom you are meeting (name and title).
- Bring a briefcase or portfolio with extra copies of your resume and/or cover letter plus something to take notes with; avoid using your laptop or phone to maintain active engagement.
- Plan to arrive about 10 minutes early to get settled, observe the environment, and complete any paperwork but not so early that you get nervous waiting.
- Be courteous to everyone you encounter during the interview process as all individuals are potential colleagues!
- Listen carefully to questions or instructions; ask to repeat questions when in doubt and embrace moments of silence positively and productively to take time collect your thoughts
- Be ready for a mix of informal and formal or structured conversation including ice breakers and follow-up or traditional interview questions.
- Be positive and reflective as you describe your skills, experiences, and accomplishments, avoiding speaking negatively about an experience or person but acknowledging challenges and growth opportunities they presented for you.
- Use a 2-part answer style: provide the basic answer to the question and then use an example or explanation to support it.
- Ask the interviewer for a business card or contact information before you leave.
- Write a thank-you note within 24 hours of the interview.

CAREER CENTER CONTACTS

Department Line: 617-573-8480

Department Email: careers@suffolk.edu

Website: <https://www.suffolk.edu/career-center>

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