GOAL
To demonstrate how your skills and qualifications make you an ideal candidate for the position.

PURPOSE
• Express your strong work ethic and desire to learn.
• Show that you fit in with the company’s culture, that you have a passion for their mission.
• Prove that you can work independently and in a team environment.

BE PREPARED
Preparation is key to successful interviewing. Here’s how:
• Research the company inside and out; review their history, as well as current events, and company culture.
• Have thoughtful questions for the interviewer; that shows you are genuinely interested in the company and the position.
• Review your résumé and application; make sure you can talk about everything in it and that you’ve included relevant experiences you want to emphasize.
• Practice answering expected questions with a related story that ends in a positive result.
• Be prepared to answer thoroughly and provide examples, but do not give long, run-on answers.

BEFORE THE INTERVIEW
• Practice your answers multiple times! Know your résumé and never exaggerate; any statement on the résumé is open to questions.
• Take 3-5 copies of your most updated résumé to the interview.
• Take a research presentation poster or interesting engineering project on a single piece of paper that you can discuss with the interviewer.
• Dress to impress! Just don’t overdo it. Business professional attire is typical; make sure you are neatly groomed, your clothes clean and pressed.
• Arrive 10 minutes early; plan ahead so you know where you’re going.
• Think of good questions to ask your interviewer to demonstrate that you’re genuinely interested in the company and industry and that you’ve done your research.

DURING THE INTERVIEW
• Be yourself; your answers should come naturally
• Relax; you have little to worry about if you’ve prepared
• Slow down; control the pitch of your voice and speak with confidence
• Pause, take a deep breath before your answer in order to relax your vocal chords
• Body language is important: you want to look professional, not uncomfortable; nod while you listen and make eye contact to show that you are listening and understanding; remember to smile
• Turn your weaknesses into strengths: explain how you’ve learned to overcome a particular weakness; don’t blame team members for a failure in a group project; focus on the positive, what you learned from an the experience
• Ask questions that focus on the work, not the pay.
• Get the interviewer’s business card and contact information to send a thank you e-mail.
TYPES OF INTERVIEWS

There are several types of interviews that you may encounter in your career. Each one should be prepared for differently; their purpose, however, is the same: to make a good impression and prove that you are a good candidate for the position.

- **Behavioral**: To see your ability to work in a team and to see your degree of work ethic; this type of interview acts as an initial screening of potential candidates.
- **Technical**: To verify your background and skills and how they correlate to the position.
- **One-on-One**: This would be the most common interview, most likely with a single project leader or engineer of the desired position.
- **Panel**: This consists of a group of 2-4 employees, most likely part of the team of the desired position; it allows the whole team to get to know you as opposed to just one person.
- **Phone**: This is also a very common type of interview; it can be in the form of a one-on-one or a panel interview and takes the place of an in-person interview when the location or time prohibits a traditional interview.
- **Virtual**: This has become more common and is beginning to replace phone interviews; it’s like a one-on-one interview, but it’s done via video chat.
- **Informational**: A less formal type of interview; it could be meeting with an employee at a coffee shop to learn more about what he or she does; although not strictly an interview, it should be treated as if it were (the intent is to gain knowledge from someone more experienced in your interests, while also leaving lasting impressions for future opportunities).

AFTER THE INTERVIEW

- Send a brief thank you e-mail within 24 hours of your interview; relate back to a topic you discussed with the interviewer and offer to provide any other information they may need.

COMMON MISTAKES (what you shouldn’t do!)

- Don’t memorize your answers.
- Never make up an answer; the interviewer will sense the answer isn’t true, and it’s unethical, too.
- Don’t talk too much or simply recite a laundry list of your experiences.