



TIPS FOR A SUCCESSFUL INTERVIEW

Before	During	After
<ul style="list-style-type: none"> • Research the organization and its mission. • Ensure you have read the internship description/duties. • Think about how to communicate and describe examples of your skills and experience based on volunteer work, previous internships, college assignments, etc. • Prepare questions to ask to the interviewer/panel. • Ensure your interview outfit is ready and appropriate—show effort in your self-presentation. 	<ul style="list-style-type: none"> • Arrive (or login) early to prepare yourself and get acquainted with the vicinity/technology. • Silence your phone before your interview. • Greet everyone you encounter and practice good manners. • B-R-E-A-T-H-E, take pauses, stay positive and focused. • Make eye contact throughout the interview. • Remember that you can also use examples from volunteer work, college projects, and student organizations when answering questions. • Ask the interviewer your prepared questions. 	<ul style="list-style-type: none"> • Ask the hiring manager what to expect next. • Write an email or send a note thanking the interviewer for the opportunity.