GUIDE FOR JOB INTERVIEW
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Preparing for a job interview takes a lot more than surfing the web and definitely more than winging it right on the spot (unless you’re great at that sort of thing). Here is a quick guide for landing a successful job interview. This guide will help you prepare and, hopefully, help you get set for your future.

Preliminary things to prepare before even looking for jobs: Build your experience
- If you are a second year or third year student at the University of Notre Dame, start hunting for internships and opportunities. Start building your experience. Visit the Career Center at Flanner Hall and ask for guidance.
- Talk to your professors about research opportunities.
- Join clubs and extracurricular activities that interest you and get involved around campus so you can learn more about your passions or gain necessary experience and knowledge regarding your intended field
- Attend networking events and Career fairs to expand your network.
- You have a huge advantage if you have things to add to your resume.

These actions can be started well in advance to landing a job interview, but once a job opportunity is opened many other actions can be taken to ensure you are completely ready to nail that interview.

Preparing for a job interview
- Networking
  - Notre Dame’s alumni base is extraordinary. Networking through professors in your major and learning about graduates who are established in fields you are interested in can open doors to communication
  - Alumni often come to the Career Fairs at Notre Dame as well, which are great opportunities to meet face to face
  - Most alumni are more than willing to connect with you and talk about your career goals or answer any questions you may have regarding your future. Take advantage of this!
  - Often times, these relationships can pave the way to more connections within your field or within the alumni database
- Career Center
  - The Career Center at Notre Dame is there for your success! Start making the best resume while getting guidance from the counsellors at the center. We highly recommend you visit the career center at least a few times a semester
  - The Career Center is equipped with an excellent database that can help you browse for jobs.
  - Attend mock interviews and build your confidence.
  - Don’t be afraid to clear your doubts. Set up appointments with the counsellors to clarify your questions. Remember the counsellors are there to help you.
• Research
  o Take the time to research the company you are interviewing for. Know their general history and what types of projects they work on relating to your field.
  o Prepare questions to ask your interviewer about the company or your position. They usually ask if you have any by the end and you want to come across as interested (hopefully you are if you accepted the interview).

• Resume
  o As mentioned previously, have your resume double checked by the Career Center or experienced professionals you may know.
  o Review your resume over and over again. Know each detail and anticipate questions that could be asked.
  o Print multiple copies of your resume. You never know who you will meeting with.

• Practice
  o Practice with other students you know who are in the interview process. Especially for case interviews, it helps to practice with others and hear different approaches to problems.
  o Talk to yourself in the mirror. Practice your points and build your confidence. Limit stuttering as much as possible.
  o If you think showing your side project is necessary for the job interview, review it. Look for mistakes and be prepared to present it like you know it all.
  o Utilize websites such as Monster.com or Forbes for their interview preparation articles
  o As mentioned previously, use the Career Center and their mock interviews to get a good grasp on the real interview process

• Dress Code
  o Plan for a perfect outfit. Your outfit can tell a lot about you. You have to create a strong first impression.
  o Be sure to dress modestly. To be safe, dress more modest than you think you need to.
  o Wear clean and pressed clothes.
  o Shine your shoes, cut your nails, shave and have a decent and clean look. Avoid funky or messy hairstyles.
  o Be comfortable in your outfit. You won’t have to add to your list of worries that your feet hurt or your pants are too tight.

• Logistics
  o Get well rested. You don’t want to look like you have not slept for several days.
  o Make sure you set alarms so you can have plenty of time to get ready.
  o Lay your outfit out the night before so you are prepared as soon as you wake up in the morning.
  o Eat a good breakfast so you aren’t hungry during the interview, sometimes they may take several hours.
  o Get to your destination at least 30 minutes before. You cannot be late!
  o Don’t panic, make eye contact and speak confidently.
**Advice**

- One thing I wish I understood in advance is that the interview is as much of an evaluation of the company on you as it is of an evaluation of you on the company.
- DON’T STRESS: we believe everything happens for a reason and if one opportunity doesn’t work out, another will fall into your lap that may link your passions to your career better than you ever thought possible.
- Have faith in your work and abilities to find a meaningful career.

Once you’ve landed that job interview, many may consider negotiating for a higher salary or more benefits in their contract. This can be a touchy subject and must be considered carefully.

- Make sure you have a reason for negotiation. Other offers that are higher? Similarly, experienced employees with higher pay? Don’t just go in asking for more money with nothing to back it up. You may come across as money hungry and greedy.
- Talk this decision to negotiate over with trusted individuals; parents, professors, the Career Center, mentors etc. Getting multiple opinions may help you gain clarity on this decision.
- Be prepared for the yes and the no answer. Plan ahead and consider both outcomes as plausible and have a reaction thought out. If they say no, will you feel uncomfortable at the job?
- Don’t burn any bridges. This is a pretty serious decision so be sure to thoroughly analyze this choice and be confident in your decision.