INTERVIEWING

Securing an interview is a significant accomplishment. Without critical preparation, most interviews are merely one-sided conversations in which the interviewer asks questions and the candidate responds to the question but cannot expand beyond it. The ability to have an intelligent dialogue requires the following:

**Practice**
Practice makes perfect! The more you practice, the more self-assured you will feel walking into the interview.

Conduct practice interviews with a friend, family member or one of CalArts’ career counselors and ask for feedback. Prepare answers to commonly asked interview questions (see page 2) as well as few questions you want to ask the interviewer(s). Remember, interviewing is a two-way street; you are also interviewing the employer to assess whether the company and the position are a good fit for you.

**Research**
Gathering background information on employers is crucial to successful interview preparation. Employers expect you to know something about the organization and why you will fit in well there. You need to be able to answer the following question, “What do you know about our company?” and “Why do you want to work here?” Doing research can also help you better explain how you can add value. Prior to the interview, review the organization’s website, particularly their “About Us” section. Also check out their LinkedIn, Facebook, Twitter, and Google+ pages to see what information they have available online.

**Prepare**
Preparation helps build confidence and relieve stress. The more you research the company, practice interview questions, and prepare for the day of the interview, the more calm and confident you will feel.

**Be On Time**
On time means 10-15 minutes early. You may even want to drive to the interview location a day or two prior so you know exactly where you are going, and what the transportation and parking situation look like.

**Stay Calm**
Try to remain as calm as possible. Ask for clarification if you are not sure what’s been asked. Remember, it is perfectly appropriate to take a moment or two to articulate your responses.

**Show What You Know**
Relate what you know about the company when answering questions. When discussing your career accomplishments match them to what the company is looking for in candidates.

**Follow Up**
End the interview by thanking the interviewer and reiterate your interest in the position. Then follow-up with a personal thank you note or email message restating your interest. This is an opportunity to remind the employer of your qualifications, and include any details you forgot to mention in the interview.
COMMON INTERVIEW QUESTIONS

1. Can you tell me a little about yourself?
2. How did you hear about the position?
3. What do you know about our company?
4. Why do you want this job?
5. Why should we hire you?
6. What experience do you have in this field?
7. How has your education prepared you for this position?
8. What can you offer us that someone else cannot?
9. What are your greatest professional strengths?
10. What do you consider to be your weaknesses?
11. What projects are you currently working on?
12. What are your main sources for industry news?
13. Tell me about a challenge or conflict you have faced at work, and how you dealt with it.
14. Give an example of when you went above and beyond to accomplish a task.
15. Tell me about a time when you disagreed with your boss.
16. What is the most difficult problem you have had to solve?
17. Give an example of how you handled a situation where you needed information from a colleague who was not responsive.
18. Tell me about a time you disagreed with a decision that was made at work.
19. Why are you leaving your current job?
20. What are you looking for in a new position?
21. Where do you see yourself five years from now?
22. What type of work environment do you prefer?
23. How would your boss, mentors, or co-workers describe you?
24. How do you deal with pressure or stressful situations?
25. Explain your gap in employment.
26. What are your salary requirements?
27. Are you willing to relocate?
28. Are you willing to travel?
29. When can you start?
30. Do you have any questions for us?

Don’t miss out on the opportunity to display these traits in the meeting and after. Invest a little time prior to the interview and it will be much easier to handle. CalArts Career Services is here to help and can be reached at careers@calarts.edu.