

Before Your Interview

The job interview is a process where an employer determines which candidate is the right person for their organization and where the candidate must convince the employer that they have the skills, background, and ability to do the job. As a candidate, you can increase your chances of being the right person by doing thorough research on the company and by being fully prepared for the interview.

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Be sure to prepare for your interview. Here are a few tips:

Research the company

Plan to spend time researching the company before the interview. Information can usually be found in the Career Management Services Office, the library or on the Internet. Research is important not only so that you can answer questions about the company but also to help you convince the interviewer that your qualifications match their needs.

Practice!

Prepare yourself for the interview by practicing commonly asked interview questions with friends or family. Schedule a Mock Interview with Career Management Services staff. (Email us at career@fit.edu to get more information). Think carefully about your strengths and be prepared to describe them in a convincing manner to an interviewer. If you are unsure about personal characteristics, go to CAPS for testing to help identify your strengths.

Dress to Impress

Purchase the appropriate clothing and accessories that will be required for interviews. For men, the appropriate dress is a navy or gray suit, white shirt (a tastefully colored shirt may be appropriate in a less conservative setting) and matching tie. Women should wear a business suit with a skirt in conservative or neutral colors. Try to have at least two interview suits and matching accessories on hand. Keep clothing clean and pressed at all times in case you get a sudden call for an interview. Consider other areas of your appearance - hair, fingernails, piercings, tattoos. When in doubt, be conservative. Remove extra body piercings (beyond one conservative pair of earrings for women) and cover tattoos.

Make a Checklist

Gather the documents you will need including transcripts, letters of reference, and samples of work. Have plenty of copies of resume printed on good quality paper on hand as well. Use a professional looking portfolio to carry your extra paperwork to the interview.

Arrive on Time

Plan to arrive 10-15 minutes early for your interview appointment. Make sure that you know where the company is located and how long it will take you to drive there. (Do a test run the day before to make sure you know where you are going) If you are not sure about the location of the interview, leave in plenty of time to find the site and to accommodate any traffic or weather problems. Never be late for an interview! If an emergency or some other unavoidable problem occurs, call the interviewer and try to reschedule.