

# Interviewing

## HOW TO DRESS:

Unless otherwise noted, "**business professional**" attire is required for an interview. *You do not get a second chance at a first impression.* It is extremely important to make it a good one.

### MEN:

- Suit pants and suit jacket
- Long-sleeved button down shirt (tucked in)
- Simple-patterned tie
- Business shoes (no sneakers)
- Trimmed fingernails
- Minimal cologne

### WOMEN:

- Dress pants with blouse or button down OR
- Business skirt or dress (NOT above the knee)
- Basic flats or pumps no taller than 3" (no strappy sandals, no open-toed shoes, and no platforms/wedges)
- Minimal makeup/neutral nail color
- Minimal perfume and simple accessories



**IF, and only IF,** it is indicated to you that the dress will be "business casual", please use the image guide below:



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## BEFORE THE INTERVIEW:

- Research the company website, especially the *About Us* section, if they have one. Become familiar with what they do and what is important to them.
- Take a look at the job posting again to remind yourself of the things they are looking for in an applicant.
- Print 3 copies of your resume. This is so that you show up prepared in the case that your interview is with multiple people.
- Prepare at least 2 – 3 questions that you have about the company, the position, your role, etc.
- Take a look at the top 10 interview questions so you can be prepared for some of those common ones! Ignore the questions that do not pertain to you.

## DURING THE INTERVIEW:

- Dress professionally (see page 1).
- **Arrive 15 minutes early.** Keep traffic in mind.
- Turn your cell phone off.
- Smile!
- Give firm hand shakes.
- Make good eye contact throughout your interview.
- Ask for business cards from the people that interview you.

### IMPORTANT!

#### BRING THESE WITH YOU!

- 3 copies of your resume
- Pad of paper to write on
- Pen to take notes
- Questions about the role

Keep these items organized in a folder or portfolio.

## AFTER THE INTERVIEW:

- That afternoon, send a follow-up thank you email. This is very important to do. If you interviewed with more than one person, send *each* person a separate email (they can say just about the same thing). Do not expect an email back – it's very rare that you'll get one.

### Sample "Thank You" email:

Dear *(Mr./Ms. Last Name)*,

Thank you for taking the time to meet with me this *(morning/afternoon)*. It was a pleasure speaking with you about the *(open position title)* position and learning more about *(name of company)*. I am extremely excited about the opportunity to join the team. If you need anything further, please do not hesitate to ask.

I look forward to hearing from you,  
*(Your Name)*  
*(Your Phone Number)*

## PRACTICE INTERVIEWING:

If you'd like some practice on your interviewing skills, please take advantage of one of the following:

- In-person mock interviews: Call (305) 348-2423 to set up an appointment
- Online video mock interviews: Visit <https://business-fiu.interviewstream.com> and sign up for access to over 7,000 interview questions. Record yourself, re-watch, and send to your Career Services advisor for feedback!

**IF YOU MUST CANCEL YOUR INTERVIEW FOR ANY REASON, PLEASE LET SOMEONE KNOW IMMEDIATELY  
Call the Honors College at 305-348-4100 or email Isabel Green at [igreen@fiu.edu](mailto:igreen@fiu.edu)**