**Interview Tips and Etiquette**

* Bring specific questions. Your interviewer will expect you to ask some questions about the school and talk about why you want to go there. ...
* Practice ahead of time by preparing for common college interview questions
	+ Talk to people who have already experienced college and/or job interviews
	+ Use Google!
	+ Speak to your counselor
* Be yourself. Don’t try to answer questions based on what you think an interviewer wants to hear.
* Be thankful. Don’t complain or make excuses. No negativity!
* Do your homework. Learn about the institution/position – its history, philosophy, special programs/student body. The questions you bring should be based on your research (in your mock interview, your “interviewer will not be able to answer these questions, so this tip doesn’t apply).
* Be prepared to give specific examples and detailed answers when addressing what you like about the institution and what your contributions to the community will/can be.
* Dress for success. Select an outfit that is simple, classic, tasteful, and is appropriate for the sensibility of the institution for which you are interviewing. All clothing should be clean and pressed, shoes polished, etc… Pay attention to proper hygiene and good grooming. First impressions matter!
* Arrive on time (EARLY IS ON TIME, ON TIME IS LATE, LATE IS UNACCEPTABLE).
* Consider carrying a folder or portfolio that includes a transcript and a resume or activities list.
* **Turn off your cell phone** or other electronic devices. Better yet, leave them outside the interview room. You have only a short time with the interviewer and you want to make sure that you are giving that person your full attention.
* Greet your interviewer by shaking hands, maintaining eye contact, and introducing yourself. Address your interviewer using a formal name and title. Use good posture throughout.
* Be aware of excessive fidgeting, shifting in your seat or other nervous habits that may detract from your appearance or poise.
* When answering questions about yourself, use specific examples and anecdotes whenever possible. Avoid one word responses. Be a good conversationalist. Elaborate and explain.
* Don’t interrupt.
* Practice a graceful goodbye. When the interview is concluded, exit gracefully and GRATEFULLY. Shake hands before departing and thank the interviewer for their time.
* Don’t forget to obtain the interviewer’s contact information. A formal thank you note is an absolute MUST. It is crucial that you have the correct contact information, spelling and title of your interviewer.

**THE THANK YOU NOTE**

Five great reasons to write a thank you note:

* It is an opportunity to add a comment or insight you may have missed during the interview.
* It provides you with another occasion to restate your interest in the school.
* If possible, writing a thoughtful, handwritten note demonstrates professionalism, and you’ll stand out because most students don’t take the time to send a written thank you.
* However if the interviewer has previously stated he or she prefers to be contacted by email, send your thank-you note electronically.

*Send your note within 24 hours of the interview. Review it carefully to ensure it is grammatically correct and free of spelling mistakes.*