

INTERVIEW GUIDE PREPARATION

QUALIFICATIONS

- Identify skills and experiences that apply to the specific job
- Prepare quality examples
- Consider how your personality and characteristics fit with the company's mission and goals

RESEARCH

- Understand the positions responsibilities
- Research the company's history, successes, culture, mission, and values
- Prepare meaningful reasons for joining the team – show your enthusiasm
- Connect on LinkedIn with individuals from the company

WHY YOU?

In an interview, introduce yourself with a 60 second commercial about yourself

PRIMARY TALKING POINTS

- Education/Training
- Work Experience/Internships
- Skills/Strengths
- What sets you apart

OPTIONAL TALKING POINTS

- Accomplishments
- Aspirations

TIPS



- Keep it brief, interesting, and natural
- Avoid too much detail
- Avoid space filler words (like, um, you know.. etc.)
- Speak in the present tense to show you have the skills now

PRACTICE

- Practice with friends and/or family
- Schedule a mock interview with Career Placement Services
- See our "COMMON QUESTIONS GUIDE" for tips and suggestions

For more information or assistance, schedule an appointment with the Career Placement Specialist
davistech.edu/career-placement-services

