



## PREPARATION

- Review your application before the interview.
- Know the organization for which you are applying.
- Be prepared to explain why you want the 'position' and what you can bring to the program.
- Be prepared with anything you were asked to bring to the interview.
- Arrive a few minutes early.
- Organize your thoughts before you speak...know what you want to tell about yourself.
- Practice interviewing with a friend or a career counselor. (Call 844.4744 to set-up a Mock Interview)
- Dress appropriately; better to be overdressed than underdressed. Ask, if unsure.
- Relax and know you will do your best.
- Be prepared to 'sell yourself'.

## INTERVIEWING

- Enter the room with a smile; try to make eye contact with interviewers.
- Be yourself and be enthusiastic.
- Don't extend your hand to shake hands with the panel unless they extend their hands first.
- Let the panel tell you when to sit down.
- **WOMEN:** Sit on front half of chair, leaning slightly forward. NEVER CROSS YOUR LEGS!
- **MEN:** Sit on front of chair, leaning slightly forward. Plant feet on the ground in front of or slightly under your chair.
- Don't play with hair or jewelry during the interview; if you tend to 'play', then DON'T WEAR IT!
- Keep hands in your lap unless making a gesture.
- Don't watch the clock or glance at your watch.
- Listen intently to the question asked. Don't assume, and listen to other candidates if a group interview.
- Maintain natural eye contact; be sure to address answers to each person on the panel, not just to the person who asked the question.
- Don't be afraid to pause a few seconds before answering; gather your thoughts.
- If you don't understand the question, ask for clarification.
- If you don't know the answer to a question, say, "I'm sorry, I don't know," rather than faking it.
- Be honest. The plan will see through it if you try to present yourself in a way that's really not you.
- Watch out for nervous habits/fillers (saying "um", "and", "you know", etc.).
- Don't exaggerate your accomplishments.
- Don't retract your answer or start adding to it.
- Don't ramble. Make your point and end the thought.
- Don't mumble. Speak up so that all can hear you.

- Don't chew gum!!
- Don't take a portfolio unless you were asked for ideas or special information to be brought.
- Always leave the interview panel with 'something'. "War Eagle" is almost always appropriate.
- Thank the panel for their time.

## SAMPLE INTERVIEW QUESTIONS

1. Tell us a little something about yourself.
2. Where do you see yourself in \_\_\_\_ years?
3. What are your strengths/weaknesses?
4. What is your favorite Auburn tradition and why?
5. What one word best describes you?
6. What has being here taught you about people?
7. If you were president of Auburn for one day, what policies would you initiate?
8. What do you see as the biggest problem facing Auburn today?
9. Do you see yourself as a leader or follower? Why?
10. Who has been the most influential person in your life other than your parents?
11. What color best describes you?
12. If you were taking a prospective student on a tour of Auburn, where would you take him and why?
13. What has been the proudest moment in your life?
14. Tell us about your most embarrassing moment.
15. How have you changed since being at Auburn?
16. What activities are you involved in and how have they prepared you for the future?
17. Why should we choose you over the other candidates who are interviewing?
18. Why did you choose to attend Auburn?
19. What makes Auburn special?
20. Is there anything you would like to leave us with?

## WHAT DO JUDGES LOOK FOR?

### Appearance

- That you are neat and well groomed.
- Check yourself before an interview to make sure everything is in place.

### Poise

- That you are self-confident; know what you are talking about; and that you can handle a difficult or awkward situation should it arise.

### Personality

- Smile and show that you are happy to be there.
- Make eye contact. Show that you are interested.
- Show that you will be a good representative for them.

### Originality

- Tell them original and sincere answers.
- Avoid cookie cutter answers they hear from every other candidate.