

**Workshop Topic:** Effective Interviewing  
**Presented by:** Irene Honey  
Director of Career Education and Employer Development  
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- The purpose of the interview process is to allow employers to determine which applicant would be the best fit for an open position. The interview does not determine the best qualified candidate. Employers use interviews to determine how your interests, skills and personality will blend with their needs, institutional mission and culture.
- Interviewing is a two way street. You should also use the interview to determine if the company or organization will be a good fit with your interests, goals and values.
- Make sure you prepare adequately. Good preparation can help reduce stress and help you present yourself in the best way possible.
  - Reflect beforehand to better understand yourself. This will help both you and the employer decide how good of a fit you are for the position.
  - Research the company/organization. Try to know as much as possible about the nature of the business/industry, the specifics of organization including their mission and the expectations of what your role would be.
  - Practice interviewing at GWU's Career Center with their volunteer recruiters and career counselors.
- Make sure you present yourself in the most professional way possible, and do not try to be someone you are not. You will want to be remembered for what you say, not how you dress. Dress in professional attire on par with how managers in your field typically dress.
- Try to avoid any discussion of salary until you are offered the position. That said, go into the interview knowing the average salary range for your field. They may ask you what you expect to receive. (Don't forget to research this!).
- Remember, interviewing is a skill. The more you do it, the better you get.
- Don't forget to send a thank you note within 48 hours!
- Don't stress!

**Summary provided by Amanda Smith, Master of Public Health candidate**