**Interview differences & tips**



If the employer is impressed by your resume and wants an interview, this is the time to shine and brag about yourself! There may be differences in your interview process at home versus the US. Listed below are some possible differences and helpful tips.

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| US Interviews | International Interviews |
| Be on time! Arrive 10-15 minutes early. Call if you will be late. | Being late may not a problem. |
| Certain questions regarding age, disabilities, race, religion, sexual orientation, and marital status are illegal. | Age, disabilities, race, religion, sexual orientation, and marital status may be asked in the interview. |
| Eye contact is important and shows confidence | Eye contact may be considered disrespectful |
| Contacting the employer after the interview to say thank you and to check the status is acceptable and shows interest in the job | Contacting the employer after the interview may seem rude |

**Tips for interviews**

* A firm handshake upon meeting the interviewer(s) shows confidence.
* Be prepared to answer questions about your accomplishments and skills. Although it may come off as bragging and boastful, it is important to show how you stand out.
* Research the organization/company before the interview. Employers want to know why you will be a good fit for the job.
* Interview questions may be asked on specific examples on how you work as a team player and as an individual. Be prepared to give examples of how you work in these situations.
* Remember to be dressed appropriately. Check out the What to Wear section!
* Mock interviews can help you prepare for important job interviews. Contact the career services office to see if a mock interview is available. (616) 331-3311

**Phone Interview Tips**

* **Be in a comfortable situation with minimal noise**. So for many people, a room at your home is perfect. Make sure there are no distractions such as other people, loud outdoor noises, beeping from call waiting, etc.
* **Have your resume printed out in front of you** so you know exactly what they are looking at.
* **Answer the call with your name.** “Hi. This is \_\_\_” is an example. This shows the interviewer that you are ready to go and it isn’t an awkward start.
* **Speak a little louder and slower than normal.** Make sure you are coming across crystal clear to the interviewer.
* **Smile!** This will bring excitement and energy to your voice.
* **Be ready at least 5 minutes before.** The interviewer may call early on purpose to see if you are an on-time person.
* **Email a thank-you right away.** This will show that you are thankful for their time and that you are interested in the position. Try to include something that person may remember about you to stick out.

**Skype Interview Tips**

* **Dress like you would for an in-person interview, completely!** This means top and bottom, you may have to or be asked to stand up.
* **Make sure the background setting is simple and appropriate.** A solid wall color is preferable.
* **When you are speaking, look at the camera instead of the screen.** This may be awkward at first, but it looks better for the interviewer.
* **Be aware of interruptions.** Turn your phone off, close the door, put the dog in a quiet place, etc.
* **Wear simple colors.** Don’t wear anything that is too loud, bright, floral, stripes, etc. This may be a distraction on the screen for the interviewer.
* **Test the audio and video before.** Just in case your microphone isn’t working or the camera is acting up, plan on checking this with enough time to go to the store if necessary.
* **Create a professional Skype name.** HotCakes123 is fine to use for your friends, but not for an interviewer.