Acing the Interview Script
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M: Hi, I’m Megan Gillihan, and I’m a freshman nursing major at the University of Arkansas from Kansas City, Missouri.

J: Hi, I'm Jared Klerekoper, and I’m an undeclared freshman at the University of Arkansas from Tulsa, Oklahoma.

M: One day we will all have to go out and interview for our first major job for our career. It will be nerve wracking and scary.

J: But today we are going to go over how to ace an interview so you can hopefully get the job that so many people are competing for without being nervous and scared.

M: There are many things you need to do before going into the interview. You need to do company research, practice, arrive early, find out your interviewers name, and bring an extra copy of your resume and references.

J: Company research is the first thing you should do. It is very important because you need to be prepared for questions such as, “What do you know about the company?” and “Why do you want to work here?” Knowing information about the company can help make the interview more interactive and give you a leg up on your competition.

M: Practice makes perfect. You need to think of some common interview questions and think how of how you are going to answer them beforehand. Then you should have a friend interview you and tell you how you do. Practice until you feel well prepared. Some people find it useful to videotape themselves and watch it to see what they do well and their flaws.

J: Arrive early to your interview. Interviewers are noticing everything, and if you arrive early it shows that you are prompt. It’s also important to know your interviewers name because it looks good too. And if you do not know it, call before hand and find it. It shows you are trying and care about the job.

M: Always bring in an extra copy of your resume and references. It makes you look prepared and organized. Most interviewers will have a copy but you never know, it is better to be safe than sorry.

J: First impressions are very important in an interview too. That is why there are certain things you should do and certain things you should and should not wear to an interview, and it is different for both men and women.

M: Women should wear a solid color, conservative suit with a coordinated blouse, and moderate shoes. They should wear limited jewelry; you don’t want to have so much jewelry on that it distracts the interviewer. Women should have a neat professional hairstyle. Also
they should wear tan or light hosiery and have sparse make-up and perfume. Their nails should be manicured, and they should have a portfolio or briefcase.

J: Men should wear a solid color, conservative suit with a white long sleeve shirt and a conservative tie. With their suit they should wear dark socks with professional shoes. They should wear very limited jewelry. Men should have a neat, professional hairstyle. Also they should go easy on the aftershave, you don’t want to overpower the interviewer with your scent. They should have neatly trimmed nails and carry a portfolio or briefcase as well.

M: Remember your clothes are your image, it’s better to be overdressed than underdressed. Now we’re going to talk about what to do and what not to do during an interview.

J: When you walk into the room, before you even start the interview, shake the interviewer’s hand, make eye contact, and show you are confident; it will make the interviewer think you’re a good candidate for the position before the interview even starts. During an interview you need to remember to remain calm. It may be hard because you’ll be nervous, but if you practice before hand that will help ease the nerves. If you’re not sure what they are asking you can ask for clarification. It’s also alright to take a few moments to collect your thoughts so you can answer the question to the fullest. End the interview with a thank you and tell them again how interested you are in the position. It is even good to follow up the interview with a thank you note to restate your interest once again.

M: There are many ways to bomb an interview, and right now I’m going to go over some things to avoid doing during that interview. If you don’t prepare you’re asking not get the job so make sure you know about the company. Do not dress inappropriately, remember first impressions are everything. Make sure you dress appropriately by following our previous tips. You do not want to have too much communication either, so remember to leave your cell phone in the car or turn it on silent and do not answer it during the middle of the interview. Do not talk too much, you want to answer the question given, remember the interviewer is not interested in your life story. It is also bad if you do not talk enough. It’s hard to interact with someone who answers with only one or two words. You just need to find that happy medium. Another thing is make sure you give the right answer. It looks bad if they ask you a question and you don’t even answer the question they asked. Make sure you gather your thoughts and answer the question correctly. The next thing is, do not bad mouth your past employers, it just makes you look bad and you don’t know if your future employer knows them, it really is a small world. The last thing you should avoid doing is not following up. It’s always nice to follow up with a thank you card telling them you’re interested in the position.

J: Today we talked about how to ace that interview that will land you that dream job in the competitive job market.

M: We hope our tips help you and good luck on that next big job interview.