### Women’s Interview Attire

**Clothing**
- Select a skirted suit, pantsuit or a conservatively tailored dress.
- Skirts are traditionally knee-length but those slightly shorter or longer are also acceptable.
- Select blouses or sweaters that provide visual interest, but avoid transparent fabrics, tight fit, low necklines, revealing waistlines or details that detract from your face as a focal point. Typically, arms are covered at least to the biceps and often to the wrist.
- Always wear hose to interviews. Wear plain-style, non-patterned hosiery and select colors that flatter your coloring. For traditional industries, wear a neutral color. For other industries, you may choose to wear hose that coordinate with your skirt. Carry an extra pair in case of runs.
- Other choices include a coordinated outfit, tailored jacket, or sweater set.

**Shoes**
- Wear hard-soled shoes with closed toes and closed heels.
- Wear flat shoes or low pumps in colors that avoid making your feet a focal point. Be sure they are clean and polished.

**Grooming and Hygiene**
- Use natural-looking makeup and clear nail polish.
- If you have long hair, consider pulling it back so it is not distracting.
- Perfume should never be strong. A fragrance can cause an allergic reaction or offend the interviewer. When in doubt, avoid perfume.

**Accessories**
- Add accessories to express your personality and accentuate your best features. A scarf or necklace is an effective way to focus on your face. Keep it simple!
- Carry either a purse or a briefcase, but not both.
- Avoid dangling earrings and wear no more than one ring per hand and a dress watch.

### Men’s Interview Attire

**Clothing**
- Wear a suit in navy, black or gray (pinstripe or solid) or wear a navy blazer and gray dress slacks. They serve as a visual background that draws the eye to the face.
- Wear white or a light blue dress shirt that contrasts with the jacket and/or tie. Typically, arms should be covered to the wrist. Exposing arms by rolling up your sleeves is interpreted as less powerful and is less formal.
- A full-length coat can be worn over your suit; avoid casual coats.
- Socks should be calf-length or above the calf. Choose natural-fiber blends that allow a flow of air and do not hold in perspiration and heat. Choose colors such as dark blue, black or gray.
- A (silk or silk-like) tie should coordinate with the jacket and pants but choose one that strongly contrasts with the color of your shirt.

**Shoes**
- Select lace-up or slip-on dress shoes. The color should be dark or blend with pants.
- Wear conservative, clean, and polished shoes.

**Grooming and Hygiene**
- A short haircut and no facial hair is usually expected, especially in more conservative industries.
- Cologne should never be strong. A fragrance can cause an allergic reaction or offend the interviewer. When in doubt, do not wear cologne.

**Accessories**
- Minimize jewelry. Avoid necklaces and earrings for the interview. Wear no more than one ring per hand and a dress watch.
- Select a leather belt that visually blends or matches your shoes.
- A briefcase is part of the visual effect; consider a simple portfolio as an effective substitute.
Common Interview Questions

1. Tell me about yourself.
2. What are your strengths and weaknesses?
3. What were your most/least favorite classes and why?
4. How has your college experience prepared you for your career?
5. Describe your ideal work environment.
6. What motivates you?
7. How do you respond under stress?
8. Share an example of how you adapt to new situations.
9. What’s one of the hardest decisions you’ve ever had to make?
10. How do you organize your time?
11. Can you provide a recent example of when you were under stress and how you coped?
12. Tell me about a time when your decision was contrary to the group’s decision.
13. Tell me about a time when you worked in a team and one member wasn’t doing his/her share.
14. Tell me about a time when you had to be very creative.
15. Tell me about a time when you had a project to complete with very little background materials.
16. Tell me about a time when you performed under pressure.
17. Tell me about an especially difficult co-worker you once had.
18. Tell me about a time when you exceeded your supervisor’s expectations.
19. What do you see yourself doing in five years?
20. Have you ever had difficulty with a supervisor? How did you resolve the conflict?
21. What would you look forward to most in this job?
22. In your view, what are the major problems/opportunities facing the ________ industry?
23. What interests you about our company/products?
24. What do you know about our competitors?
25. What can bring to this position?
26. In what ways do you think you can make a contribution to our company?
27. Why do you want to work for us?
28. What are two or three accomplishments that have given you the most satisfaction -- why?

Questions You Should Ask

The HR Manager:
- Are the employees encouraged and given the opportunity to express their ideas and concerns?
- What do employees seem to like best and least about the company?
- What is the rate of employee turnover?
- What type of orientation or training do new employees receive and how long does it take?
- How often are performance reviews given and what does the process entail?
- Who determines raises and promotions?
- What are the long-range possibilities for employees in similar positions who consistently perform above expectations?
- What employee benefits does the company offer?

Your prospective supervisor:
- Can you describe your supervisory style.
- How does this position fit into the company’s organization plan?
- What would be my primary responsibilities?
- What would I be expected to accomplish in the first six months on the job? In the first year?
- What are some of the department’s ongoing and anticipated special projects?

A prospective co-worker:
- What do you like best/least about working for this department (and/or company)?
- Can you describe a typical day in the department?
- Do you feel free to express your ideas and concerns?
- What are the possibilities for professional growth and promotions?
- How much interaction do you have with supervisors, colleagues, and customers?
- Do you have much opportunity to work independently?
- How long have you been with the company?
- What is it about the company that keeps you here?