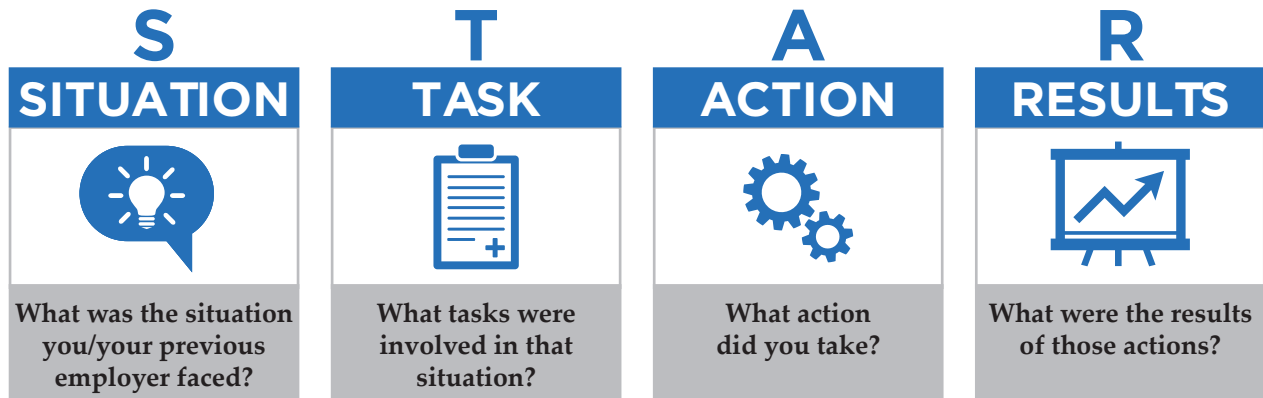


Interviewing

STAR METHOD



BEFORE

- Do your research—facility, location, and interviewers
- Prepare a list of questions to ask
- Study your CV/résumé
- Prepare the STAR method
- Prepare your references

DAY OF

- Dress appropriately—suit is appropriate for both men and women
- Bring copies of your CV/résumé with you
- Arrive early to be prepared
- Make eye contact and try not to fidget
- Do not chew gum
- Be professional, but show your personality
- Listen to interviewer and respond in STAR method
- Be positive and show excitement in the position
- Review your prepared questions and ask about the organization
- Gather business cards or email addresses for follow-up

AFTER

- Send a handwritten thank you note or email
- Follow-up with hiring manager about next steps
- Ask about salary and benefits before accepting position
- Do not speak negatively about the interview—it will get back to them