



Office of Residential Education and Housing

HELPFUL INTERVIEWING TIPS

1. Know the organization of which you want to be a part. What is the structure, chain of command, goals and values, etc.?
2. Make a good first impression. If you look good, you will feel good.
3. Be on time. Preferably a few minutes early to catch your breath.
4. Be familiar with policies and procedures of the department and of the college.
5. Talk to as many people as possible who already works in the department. Get to know the CAs/HAs/SMROs in your building, as well as the Residence Director.
6. Truly understand the job responsibilities for the position you are applying.
7. Pull from you past experiences and relate them to this position.
8. Attend events in your residence hall that are coordinated by your student staff.
9. Practice putting your thoughts into words. Say what you mean and don't expect people to assume.
10. Use specific examples when possible.
11. If you do not understand a question, ask for clarification but do not expect to be spoon-fed.
12. Be honest with your answers and be yourself.
13. The interview is quick – make sure you are walking away confident the interviewers know your strengths, abilities, and what you will bring to a team.