

INTERVIEWING 101: PUTTING YOUR BEST FOOT FORWARD

Perfecting the art of presenting yourself,
speaking what you know and making a case
for securing an admission offer

Presenting Yourself

- ▣ Transitioning from paper to person
 - ▣ *Attire* - Dress for the position you want not the one you currently have.
 - ▣ *Address* - Put a handle on it (as grandma would say); lose the familiarity and adopt formality when addressing your interviewer.
 - ▣ *Attributes* - Describe yourself in three words; how are those descriptors manifested in your life
 - ▣ *Attention* - Be attentive during the interchange; turn off the phone; maintain good eye contact but not a fixed stare.

Speak What You Know

- ▣ You're giving expert testimony
 - ▣ **Truth in advertising** – think about what you've done and what you learned from it; even if you've learned something negative, you've gained perspective. Speak about who you are, not who you think an admissions interviewer wants you to be.
 - ▣ **Pause to consider your thoughts** – answer the question you're being asked
 - ▣ **There are no Yes or No answers to questions** – Be ready to expound upon your achievements, experiences and trials, etc.
 - ▣ **Know when to stop** – when does expounding become unintelligible chatter

Making Your Case

- ▣ Why should you be the chosen one?
 - ▣ **Convey your vision** – Where do you want to go; how will what you've already done help take you there
 - ▣ **Don't make excuses**- Show your perseverance; drive, motivation and *substantive exposure*
 - ▣ **Do your homework** –What do you like about each program & how can you contribute/achieve your goals

Special Considerations

- ▣ The process isn't "cookie cutter"
 - ▣ Be prepared for different interview formats
 - MMI, Skype, Phone, traditional
 - ▣ Own up to your mistakes – take responsibility and focus on the resolution.
 - ▣ Gaps & other thing we wonder about - be prepared to explain gaps, mass withdrawals, breaks, etc.
 - ▣ How to make comparisons
 - ▣ Time management , leadership, humanity
 - ▣ Practiced vs. canned –be yourself; converse confidently
 - ▣ Make anxiety work for you