

## **Interview Tips**

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### **Tips for a good interview from the Union College Admissions staff**

#### **Preparation**

- Read materials about the college you are visiting.
- Schedule an appointment.
- Get directions, and confirm your appointment. Arrive on time.
- Know whether the interview is evaluative or informational.
- Tour before your interview, if possible.
- Dress appropriately. Remember, first impressions are important.
- Be sure that you are not hungry, hot or angry before your interview.

#### **Greeting**

- When the interviewer calls your name, greet him or her with a handshake and a smile.
- Introduce your parents or siblings, if they are with you.

#### **The Interview Itself**

- Be prepared to speak about yourself.
- Be prepared to ask questions about the college.
- Use a notebook or 3" by 5" card to remind you of key questions.
- Remember to use good posture and maintain appropriate eye contact.
- Use correct grammar.
- Avoid inappropriate language and "like," "you know" or "um."
- Take time to think before you answer questions.
- Exude confidence.
- Be yourself, not someone you think you are supposed to be.

#### **Some Questions You Might Be Asked**

- What are your goals and aspirations?
- What are your strengths and weaknesses?
- What classes are you taking in your senior year?
- How would your teachers describe you?

#### **Some Questions You Might Ask**

- What makes this college unique?
- What are the most popular majors?
- What do students do on the weekends?
- What kind of internships and research opportunities are available?

### About Parents

- If your parents are invited to join the interview, suggest that they ask the same questions at each college.
- Decide in advance if you want your parents to ask if you are qualified for the college.

### Using the Interview to Your Best Advantage

- Ask the interviewer about successful applications to the college and what yours should include.
- If you want to know how your qualifications match a particular college, you can ask your interviewer.

### After the Interview

- Write a short thank-you note to your interviewer immediately. Be sure to reference something specific from the interview.
- If you have a question that was not answered during the interview, include it in the note.