Engineering Co-op & Career Services
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301.405.3863
You’ve attended career fairs and information sessions, sent resumes and cover letters, but you don’t have the job yet. The interview is one of the last steps of the hiring process - and one of the most important.

The interview gives the employer the opportunity to meet you in person and to evaluate the "total" you. This includes your attitude, appearance, personality, confidence, knowledge about your skills and experiences, and knowledge about the organization, as well as your ability to do the job. In the short amount of time that you will spend with a potential employer, you will either be screened in or screened out, so you must project yourself in a professional, positive and enthusiastic manner.

The interview is a two-way process. It is also a chance for you to determine if the position and company align with your current career goals.

Don’t wait to prepare for an interview - it starts long before you meet the employer! You will need to take some time to prepare for the interview – what to wear, what to say, etc.

This handout is designed to help you with that preparation. It accompanies our Interview Techniques Workshop, and includes information on the following:

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INTERVIEW FORMATS

The location, format and length of an interview is determined by a number of factors, including the company’s culture, budget, the position being hired and the stage of the hiring process. During the recruiting process, you may experience a combination of the following types of interviews:

- Career Fair
- On-Campus
- Phone
- Skype/ Video
- Question and Answer - Panel or Series
- On-site visit
- Presentation
- Group Competition or Project
- Conversation during a Meal

An interview may last as little as 15 minutes for an on-campus or phone interview (or even 2 minutes at a Career Fair), or as long as 2-3 days incorporating a number of the activities above.

PREPARING FOR THE INTERVIEW

SCHEDULING YOUR INTERVIEW

When you are invited for an interview, make sure you write down the details. Ask politely for

- Name(s) of interviewer(s)
- Name (if by phone, you can ask the caller to spell it), title, and phone number of a contact in case you need to reach them on the day of the interview
- Date and time of the interview – when does it start, how long might it last?
- Location, directions & parking/ transportation information
- Special Instructions – Photo ID, Safety Attire, Cell Phones, preparing a presentation
- If in another city, get details on travel arrangements (who makes the arrangements, where should you stay, etc.)

WHAT WILL YOU WEAR?

Employer surveys consistently indicate that clothing is an important factor in the total picture of the candidate. In the same way that you have invested in your education and the preparation of your credentials, you may want to consider investing in an “interviewing outfit.” Below are some tips on interview attire.

- Choose conservative (dark) colors, patterns, fits and accessories. You want to stand out for what you say.
- A two-piece suit (with pants or a knee-length skirt) is a good choice. If you are unable to invest in a suit, you can wear nice dark slacks or a skirt with a coordinating collared shirt or blouse. Men should wear a sport coat with tie. If wearing a skirt, check skirt length when sitting down.
- Shoes should be polished, not worn-looking or scuffed.
- Personal hygiene is important. Pay particular attention to your body odor, fingernails, breath and hair. Consider using little or no perfume/cologne. The interview room may be small and scents can be stifling.
- Avoid large pieces of jewelry or jingly items that may be distracting. Make-up is not required, but if you wear it, keep it natural looking.
- The only instance in which you should dress casually for an interview is when the interviewer specifically tells you to do so (for instance, a recruiter may tell you to dress casually because you will be going on a plant tour during your visit).
- Some engineering organizations may have a “business casual” dress code. If you are interviewing for a company where you know this policy is in effect, you should nevertheless dress as you would for any interview. In general, even if you know that employees wear jeans to work at a particular company, you should still wear business attire to the interview to give a good impression and show that you are taking the interview seriously.
LEARN ABOUT THE EMPLOYER

What are the benefits of researching an employer before your interview?

• The interviewer will be impressed to see that you have taken the time to learn about the company. Your level of preparation also conveys your level of interest in the position.
• Interviewing is a two-way street. Company research will help you assess whether the position and organization are good fits for you.
• Your research may reveal any problems or challenges a company is facing. This may help you select in advance appropriate examples to share during the interview that will demonstrate how you can contribute to the solution.
• You will feel more confident going into the interview when you have a good understanding of what the organization is all about.
• Your research will enable you to prepare a list of thoughtful questions for the interviewer.

What types of things should you try to learn about an employer prior to an interview?

• Mission
• Products and services
• Size of company/Number of employees
• Target markets/their clients or customers
• Major competitors
• Plans for growth
• Recent items in the news

Of course, you may not be able to find all of this information. What you cannot learn before, you can ask during the interview if you are interested.

Where can you find information about employers?

• Co-op & Career Services (1131 Martin Hall) – Read work report files to learn from students who had a co-op position at the company.
• Employer information sessions on campus (see Events at http://careerengr.umd.edu for dates and times)
• Online resources
  o Careers4Engineers: Review job descriptions and employer profiles
  o Company web page
  o LinkedIn company page
  o Business publications such as Forbes, Business Insider, or industry-specific publications

What else should I research?

For truly thorough preparation, stay up to date on the latest news about a company and its industry. Consider creating lists based on #topics in Twitter or setting up Google Alerts to send you emails with links to articles based on the keywords you choose.
**Assess Your Skills**

In the interview, you will demonstrate your skills through concrete examples. This exercise will help you take a look at the table below. The first column lists the qualities and skills employers report that they look for in new hires, according to the *NACE Job Outlook 2015—Student Version*.

In the second column, list specific instances of when and how you used a skill. Consider the course projects you’ve completed, teams you’ve participated in, extra-curricular activities and leadership roles, and past or current work experiences even if they are unrelated to engineering.

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<thead>
<tr>
<th>Desired Skills</th>
<th>Examples of Skill Used</th>
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<td>Leadership</td>
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<td>Ability to work in a team</td>
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<td>Communication skills (written)</td>
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<td>Problem-solving skills</td>
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<td>Strong work ethic</td>
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<td>Analytical/quantitative skills</td>
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<td>Technical skills</td>
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<td>Communication skills (verbal)</td>
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<td>Initiative</td>
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<td>Computer skills</td>
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<td>Flexibility/adaptability</td>
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<td>Interpersonal Skills (relates well with others)</td>
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<td>Detailed Oriented</td>
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<td>Organizational Skills</td>
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<td>Strategic Planning Skills</td>
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<tr>
<td>Friendly/outgoing personality</td>
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<td>Entrepreneurial skills/risk-taker</td>
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<td>Tactfulness</td>
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<td>Creativity</td>
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Next, take another look at the job description. Below, fill in skills that the company specifically requests. These can be technical (particular software package, hardware or lab techniques) or “soft” (customer service, working independently). As above, jot down specific examples of how you’ve used that skill.

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INTERVIEW QUESTIONS

Based on your research of the company and your close reading of the job description, you may be able to guess some of the questions you’ll be asked.

This section describes and gives tips on how to approach some of the main types of interview questions, specifically, Technical, Behavioral and Case Study.

You may also be asked resume-based questions, to solve puzzles, give a presentation or complete other tasks as part of the interview.

HOW TO PRACTICE

2. Review the sample questions starting on page 10 of this handout.
3. Record yourself answering questions using Interview Stream. See the link at http://careers.umd.edu
4. Want to practice with a staff advisor? Call or email Engineering Career Services to schedule a mock interview. Please give us at least 3 days’ notice.

WHAT TO EXPECT - TECHNICAL INTERVIEWS

What is a technical interview?
Technical interviews are designed to gauge your problem-solving skills, your ability to think under pressure, and your technical knowledge in your chosen field. In a technical interview, the interviewer wants to see how you think through a problem to reach a solution.

How do I know if an interview will be technical in nature?
The best way to find this out is to ask the recruiter what to expect in the interview. This will allow you to prepare appropriately.

What types of technical questions can I expect?
Technical interviews may include general problem-solving questions or logic puzzles as well as focused technical questions that are specific to the job you are applying for.

GENERAL PROBLEM-SOLVING QUESTIONS

General problem-solving questions test your analytical thinking skills rather than specific knowledge of your field. These questions take a variety of forms. They may be very open-ended with a variety of possible answers (for example, “How would you improve the design of this pen?”), or they may be more precise, requiring a definite answer (for example, “Why are manhole covers round?”). Some employers may ask you to solve logic puzzles. For example:

“Four people need to cross a rickety rope bridge to get back to their camp at night. Unfortunately, they only have one flashlight and it only has enough light left for seventeen minutes. The bridge is too dangerous to cross without a flashlight, and it’s only strong enough to support two people at any given time. Each camper walks at a different speed. One can cross the bridge in 1 minute, another in 2 minutes, the third in 5 minutes, and the slow poke takes 10 minutes to cross. How do the campers make it across in 17 minutes?”

For solution see: www.techinterview.org

You can prepare for these types of questions by working through logic puzzles out loud with a friend.
FOCUSED TECHNICAL QUESTIONS

These questions focus on the knowledge and skills required to perform the job. For example, a mechanical engineer entering the aerospace industry might be asked, “How does a gas turbine engine work?” A software engineer might be asked to write or debug a program. To prepare for these questions, familiarize yourself with the job description and the technical skills required, and then brush up on those skills.

How do I answer a technical question?

- **Think out loud.** According to recruiters, the most important thing to remember when answering technical questions is to verbalize your thought process. The interviewer is as interested in your problem-solving approach as they are in your solution. Make sure to provide relevant details.
- **Ask clarifying questions** to make sure that you understand the question and have all the information you need to solve the problem. Some questions may be intentionally ambiguous to gauge your confidence in asking questions and gathering data to tackle problems that are not clearly defined.
- **Don’t bluff your way through an answer.** If you don’t know the answer, take some time to think it through. Think out loud as you consider possible approaches. If you have absolutely no idea, admit that you don’t know. Admitting that you don’t know is better than attempting to make up an answer.

HOW TO APPROACH BEHAVIORAL QUESTIONS

What is behavioral interviewing?

Behavioral interviewing is based on the premise that a person’s relevant past performance is the best predictor of future performance. Instead of asking how you would behave in a particular situation, a behavioral interviewer will ask how you did behave.

You will be expected to provide a specific example of a past situation or task to demonstrate the way you performed in that specific situation or task.

How do I answer a behavioral question?

Start by referring to the examples you filled in on the table in the Assess your skills section on page 4. You are going to turn those examples into short stories. Each story should have a beginning, middle, and end. Be specific but don’t ramble. Don’t generalize about several events; give a detailed account of one event. Expect the interviewer to question and probe; for example, What did you say? What were you thinking? What was your role?

**Sample Question:** A behavioral interviewer might ask:

Tell me about a time when you were on a team and one of the members wasn’t carrying his or her weight.

How would you answer?

To help you structure your answer as a short story, you can use the **STAR** or **SHARE** techniques described below.
How do I answer a question using the S-T-A-R Technique?
The STAR technique can be utilized effectively to discuss a wide range of experiences, including classroom projects, work situations, extracurricular activities, and leadership experiences. Describe a specific situation or task you have encountered that will make a point about one of your skills or strengths. Be ready to describe details, if asked.

**SITUATION:** Set the scene by giving the context of your example.

*Freshman year, in Intro to Engineering Design class, our final group project was to build a concrete toboggan that met certain specifications. I was team leader.*

**TASK/TARGET OR CHALLENGE:** Briefly describe the task, including any impediment of conflict relevant to the question you’ve been asked.

*One of our team members wasn’t showing up for our work sessions or doing his assignments. His behavior was affecting the performance and morale of the entire group.*

**ACTION:** Describe the specific action you took to remedy the task or situation.

*I decided to meet with the student in private, and explained the frustration of the rest of the team, and asked him if there was anything I could do to help. He told me that he was preoccupied with another class that he wasn't passing, so I found someone to help him with the other course.*

**RESULT/REFLECTION:** Explain the result of your action. Make sure that the outcome (and your evaluation of it) reflects positively on you, even if the result itself was not favorable.

*Once our teammate got help with his other class, he was not only able to spend more time on our project, but he was also grateful to me for helping him out. We finished our project on time, and got a "B" on it.*

A similar method is the SHARE technique, which can be helpful when you are asked to describe a failure.

- **Situation** – set the scene, describe a situation
- **Hinderances** – challenges or obstacles faced
- **Action** – what you did in response to the challenge
- **Results** – describe the outcome or results of your actions
- **Evaluation** – your assessment of the events
CASE STUDY INTERVIEWS
Consulting or business-oriented companies may require a case interview.

What is a case study interview?  
Case studies are descriptions of real or hypothetical business problems. Candidates are expected to understand, analyze, and recommend solutions to these problems, as if they were working with a client. Because solving the case mirrors the actual work that consultants do day-to-day, this interview tends to be the most important part of the hiring process for consulting firms.

How do I prepare?  
Practice, practice, practice! Start by searching for the company online. Some companies, like Deloitte, provide their exact case study material online. If the company doesn’t provide a direct hint, you should study comparable material from another company or glassdoor.com. Friends who have interned for companies using case interviews can be an excellent resource, since they are up-to-date with what kinds of questions and cases the companies are using. Lastly, after you attend the interview techniques workshop offered by the engineering co-op office, you can schedule a mock interview with our career staff.

How do I succeed in a case interview?  
Approach the interview as if it were a business discussion, not an interview. You should seek to engage in a thoughtful and insightful conversation with your interviewer that demonstrates your business judgment. That being said, ask clarifying questions whenever necessary. Many cases purposefully lack details to see if you can figure out what important information is missing.

During the case, try to relax and remain confident. You can’t control the topics or format, but you can – and should – deliver your best guess with confidence. Be prepared to perform some simple calculations, using rounding and approximations to aid you. While your interviewer is there to help you throughout the interview, don’t use him or her as a crutch. If he or she gives you advice, take it; assume it’s intended to be helpful. Remember that this is not just an opportunity to showcase analytical, problem solving, and more technical skills, but also a predictive measure of how you would interact with co-workers and clients. Make sure to project energy and interest – be likeable!

When you are making a final recommendation at the end of the case, remember that you need to be pragmatic. Mention any potential concerns with your proposed solution. Does it make sense in real life? What are the risks? How can they be overcome?

Most importantly, many students have a tendency to get nervous and spit out a bunch of information, but it is essential that you create organized, structured, and logical arguments throughout your interview. Consider using one or more frameworks (e.g. the 4 P’s, the 3 C’s, etc.) to structure your response.

For more information on case interviews and frameworks, explore the additional resources below.

Sample Cases & Tips
• http://www.streetofwalls.com/finance-training-courses/consulting-case-study-training/intro-consulting-case-study-training-program/
• http://www.slideshare.net/zcfan/2008-wharton-case-guide
• Search “consulting club casebooks”

Frameworks
• Case in Point by Marc Cosentino
• http://de.slideshare.net/PrepLounge/crack-the-case-workshop
• http://www.caseinterview.com/case_interview_frameworks.pdf
• http://mconsultingprep.com/case-interview-frameworks/
THE DAY OF THE INTERVIEW

WHAT TO BRING

- **Extra copies of your resume.** Bring copies of your updated resume. You may end up speaking with someone who might not have a copy of your resume or who has an older version.

- **Reference sheet.** Your interviewer may ask for a list of your references at the interview. Be prepared and have it with you. See our Resume Writing handout for a sample, as well as tips on selecting references.

- **Transcript.** Similar to your reference sheet, you’ll look more prepared than most interviewees just by being able to immediately produce your transcript if asked for it. Go to www.testudo.umd.edu to print an unofficial copy or to request an official copy of your transcript.

- **Employment History.** Keep an informal document for yourself with the details of your past experience (former employer addresses, phone numbers, start and end dates, supervisor names, etc.) in case you are asked to complete an application form during your interview.

- **Padfolio with pen.** It’s worth it to spend $15 or so at an office supply store, campus bookstore or the Clark School Store to have a professional looking padfolio to hold all the documents listed above as well as a place to take notes. Look for one that has a place to hold a pen, and a business card holder for the card(s) you collect at your interview.

- **Portfolio.** Samples of your work, papers, supervisor evaluations, and any other relevant information.

PUNCTUALITY

It goes without saying that you should be on time for an interview. It’s always a good idea to give yourself some extra time in case you have delays due to traffic or public transportation. (Make sure that you have good directions and account for traffic if your interview is off-campus!) Plan to arrive at your interviewer’s office about 5-10 minutes before your scheduled appointment.

*What if I’m sick? What if I get a flat tire?*

Have the phone number and email of your contact handy so you can call once you know you will be late or won’t be able to make it. It is important for your professional reputation that you make an effort to contact the interviewer. See the Policies page under the Student section of our website for our Campus Interview & Appointment Cancellation Policy.

INTERVIEW STRUCTURE AND STAGES

You may meet with one or more people during your interview. If you meet multiple people, it could be as a panel (everyone in the same room with you at the same time) or series (one person at a time).

Regardless of the length of the interview, it generally follows this structure:

- **Stage 1:** Introductions
- **Stage 2:** Q& A – The interviewer asks you questions.
- **Stage 3:** You have a chance to ask questions about the company and position
- **Stage 4:** Closing (could be brief or may include a meal or other informal event) – make sure to get business cards or contact information of your interviewers.

See the following pages for sample interview questions.
SAMPLE INTERVIEW QUESTIONS

Use this list to practice for your interview. Have a friend ask you the questions. Often what seems like a simple question on paper seems a lot more difficult when you have to articulate it out loud.

FREQUENTLY ASKED INTERVIEW QUESTIONS

1. Why did you choose your particular field of study?
2. What courses have you liked the best? Least? Why?
3. Have you held any leadership positions?
4. Why do you want to co-op? What do you hope to gain from a co-op position?
5. What have you done that shows initiative and willingness to work?
6. What are your future career plans?
7. Do you prefer to work with others or alone?
8. What qualifications do you have that will make you successful in your field?
9. What interests you about our product/service?
10. What jobs have you enjoyed the most? The least? Why?
11. Why should I hire you?
12. Are you willing to travel? Relocate?

SAMPLE BEHAVIORAL INTERVIEW QUESTIONS

1. Give me a specific example of a time when you used good judgment and logic in solving a problem.
2. By providing examples, convince me that you can adapt to a wide variety of people, situations, and environments.
3. Describe a time on any job that you held in which you were faced with problems or stresses that tested your coping skills. How did you respond? What was the outcome? Looking back, what could you have done better?
4. Give me an example of an important goal that you had set in the past and tell me about your success in reaching it.
5. Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
6. Describe a situation where your decisions were challenged by your supervisor/professor. How did you react? What was the outcome?
7. Describe a situation where you made a compromise for the overall good of the team. Why was compromising the right thing to do? What was the outcome?
8. Tell me about a time when you learned a valuable lesson from a success or a failure. How did this event shape your approach to problem solving?
9. Describe a time when you “went the extra mile” to help someone? Why did you assist them? What was the outcome?
10. What was one of the most difficult technical problems you have solved? Tell me about it in detail.
11. When have you felt overwhelmed? Tell me about it.
12. Let’s say your manager gave you ten things to do by 5:00 p.m. and you realized that you couldn’t finish them all. What would you do? How would you prioritize them?
RESPONDING TO CHALLENGING QUESTIONS
Here are some ideas on how to respond to questions that candidates sometimes find difficult.

"Tell me about yourself."
This question is asked to find out about your job skills, recent educational background, and any experiences related to the job at hand. Refer mentally to your resume; briefly recap your skills and experiences as they relate to this particular job. Be specific and use examples to support your claim. This type of question requires you to take a few moments to describe your background, so don’t be too brief. Prepare for this question in advance by thinking about what types of experiences you would talk about if asked a broad-based question such as this.
A good formula to answer this question starts with the present (what you are currently doing/ studying/ researching), continues with the background (how you became interested in the field) and finishes with the future (what you are hoping to do next – just make sure it’s related to the job!)

"What is your major weakness?"
There are several techniques for dealing with this question. You could mention a weakness that will not significantly hinder you in the job for which you are interviewing. You can also highlight a strength that compensates for the weakness, and/or you can describe steps you are taking to overcome the weakness. Another strategy sometimes suggested is to mention a “weakness” that may also be viewed as strength (but be careful with this one – the “I have a tendency to take on too much” weakness gets overused and employers get tired of hearing it!). Finally, you could also point out something that they already know but does not appear to be a stumbling block (a low GPA, a lack of certain technical skills, etc.). Here are some examples:

"I've always dreaded talking in front of large groups, but I took a public speaking class last semester to develop my skills in that area and to force me to practice. I think I am improving and gaining the confidence to do this when I need to."
"While I have strong technical abilities, I am not as proficient in C++ as you might like, since I know you use C++ extensively here. However, I am a fast learner, and I am willing to work hard and train to get up to speed quickly."

"Why do you want to work for this company?"
The employer expects you to show knowledge of and interest in the company. You can do this with an answer that indicates that you have researched the company before the interview. Avoid talking about employee benefits – focus instead on the company and its projects. Examples:

"I’ve talked with some of your previous co-op students and they feel that this is a good company to work for because of the opportunities to learn about …"
"I have been reading that your company is really growing fast. I want to work for your company because the future looks promising."

"Why did you leave your last job?"
The employer is trying to find out if you had any problems on your last job. Never say anything negative about yourself or your previous employer. If you did have problems, think of a way to explain without being negative. Don’t use the word “fired”. Use words such as "laid off" or "position was cut." If you were fired and are not on good terms with your previous employer, maybe you should explain. Try to show that you learned something from the situation. Tell the employer that the former problem (if it is personal) will not affect your work. Common reasons for leaving: general layoff, job was temporary, moved to a new area, company went out of business, no room for advancement, wanted a job more aligned with your skills.
"How much do you expect to be paid?"
You may not hear this question in an interview for a co-op or intern position, since the salary is often a set figure. However, if you are asked about salary, try to avoid stating a flat dollar amount unless you know what the job pays. You should do some research on salaries beforehand so that you have an idea of the general range for co-op and internship positions in your field (salary information is available at our office and on our website). In your response you can demonstrate that you are knowledgeable about the going rate. For example:

"My research has shown that mechanical engineering co-op students are earning a range of $12 - $21 with an average of $15.00 an hour. Given my strong qualifications I feel that a salary in the range of $15-$17 would be appropriate."

Another option to the range is to turn the question back to the employer such as,

"What would a person with my background, skills and qualifications typically earn in this position?"

Or try a neutral statement like,

"While salary is certainly important, my main goal is to further develop my skills. I am sure that we can agree on a fair salary once we have determined that I am a good fit for the job."

"What are your future plans?"
The interviewer wants to know if you are ambitious, plan ahead, and set goals for yourself. The interviewer may also want to know if, after you complete your co-op or other work experience there, you might potentially work for them full-time after graduation. Often, this question worries students who are considering graduate study in the future, because they don't know how much to reveal. Usually an employer does not expect you to know exactly where you hope to go in the future, but your answer should communicate an awareness of where the position for which you are interviewing might lead. Example:

"I know that your company has hired co-op students full-time after they graduate, and I would look forward to that possibility and to the opportunity to be a full-time member of your engineering research team. I would also consider graduate study in environmental engineering in the future. My goals will become clearer as I gain experience and have the opportunity to learn more about what it takes to be successful in research and the field of engineering."

If you choose to mention graduate study plans, keep the time frame and your plans open-ended. Even if you believe you definitely will go straight into a graduate program after you graduate, plans could change if you have a co-op job that you really enjoy and the company offers you a full-time position. So don't jeopardize your opportunity to get that job by alerting the employer to your interest in only a short-term work experience. Also, remember to keep your answer to this question professionally-oriented (i.e., you don't need to mention personal/family goals).
**QUESTIONS TO ASK INTERVIEWERS**

You want to have 5-10 questions prepared to ask your interviewers. You won’t ask all 10, but you want to tailor the questions to the relevant person. The most effective questions to ask are ones that come from your employer research or show interest in the position or organization. You want to show what you can do for the company, not what the company can do for you. Here are a few examples:

1. Can you describe the organizational structure of your company/agency/organization?
2. How does the area I would be working in fit into the overall organizational structure?
3. Can you describe the corporate culture or atmosphere of your company?
4. What kind of supervision and training would I receive?
5. Would I be working on my own or on a team? Can I meet my team members?
6. Would I be working with people outside of the company? Clients? Vendors?
7. How are responsibilities and project assignments determined for this position?
8. Would I have the opportunity to travel?
9. Have you ever hired a University of Maryland (or other university) student before? Are they currently working for you? May I speak to them at some point?
10. How would you describe the ideal candidate for this job?
11. What do you enjoy most about working here? What would you change if you could?
12. How would you describe a typical day in this position?
13. What specific projects do you see me starting first?
14. What do you hope the person in this position would accomplish in the first 6 months?
15. How many people have you hired as co-ops in the past and where have they gone after they graduated?
16. In which location would I work?
17. Your annual reports show a steady growth over the last three years. How rapidly do you plan to grow over the next three years?
18. What particular computer equipment and software do you use?
19. How much opportunity is there to see the end result of my efforts?
20. What are the next steps in the interview process? How do you like to be contacted for follow up?

**WHAT NOT TO ASK**

Remember, you do not have the job yet, so the interview is not the time to ask about:

- Salary or other compensation
- Advancement, promotions or raises
- Vacation or other benefits
- Flexibility in the schedule

Those are questions you will want to ask if and when you get an offer.
AFTER THE INTERVIEW

SEND A THANK YOU NOTE

A thank you letter is a very important step following an interview, and it is probably the most overlooked tool used by job seekers. Thank you letters give you an opportunity to thank the interviewer(s) for his/her time, restate your interest in the position, and include any information about yourself that you may not have mentioned during the interview. Remember that thank you letters are most effective if they are received within 24 hours after your interview. Ideally, you should send a tailored thank you letter to each person you met with during your interview. Be sure not to lose the “formality” of the letter if you choose to send it by email.

1234 Street Avenue
Baltimore, MD  21227

April 3, 2015

Ms. Emily Employer
Big Business, Inc.
4321 Street Lane
Alexandria, VA  21022

Dear Ms. Employer:

I would like to thank you for the opportunity to interview for a co-op position with Big Business Inc. As you may recall, we met while you were visiting the University of Maryland yesterday morning. The interview was extremely informative, and I especially enjoyed hearing the details about your cooperative education program and what my role would be if I were to work with you. As a result of our conversation, I am very interested in working for Big Business, Inc. so that I might gain professional experience and learn more about my chosen field. In exchange for this invaluable experience, I am confident that I would be a productive and reliable employee.

Please do not hesitate to contact me at (301) 555-1212, if you would like to arrange an on-site interview or if you need further information. Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

(Signature here)

Jane Doe

THEN WHAT?

After you’ve sent your thank you note, you should wait to hear from the company. Don’t sit back though - keep applying to jobs while you wait.

There are instances in which you will want to follow up with the companies that have interviewed you. To learn more, attend our Evaluating Job Offers workshop or see our handouts on Smart Salary Negotiation and Job Offers.

GOOD LUCK WITH YOUR JOB SEARCH!