A good interview involves research, practice, delivery and follow-up. The following pages focus on the interview itself, from the questions you’ll be asked, to the questions you should ask your interviewer, to appropriate business professional attire. This introductory page will cover the research you should do before you go, recommended follow-up for afterwards, and on-campus resources available to you as a student.

**Before the Interview**

- **Research the employer:** Learn as much as you can about the company. Learn how the company wants to be viewed by reading carefully through the company’s website. Are there forward looking statements about the company’s goals and future growth? Also search for articles about the company and its industry online, checking national business publications such as the *Wall Street Journal* and *Business Week*, as well as local publications such as the *Portland Business Journal*. Formulate questions you would like to ask at the interview.

- **Determine fit:** Be knowledgeable about the company’s values, mission statement, and culture. Ask yourself: “Does the firm’s culture fit my style and career goals?”

- **Network:** Attend student organization meetings and industry meetings to connect with and stay in contact with representatives of companies you’re most interested in.

- **Practice:** Practice interview questions with friends and do one or more mock interviews if you can. The Advising and Career Services office (see below) offers mock interviews. In addition, many student organizations host mock interview days. Information about SBA student organizations is on our website: [http://www.pdx.edu/sba/student-groups](http://www.pdx.edu/sba/student-groups)

**Follow-Up**

- **Thank-you letters:** These never go out of style. Send a thank you note, handwritten if possible, within a day or two of your interview. A thank-you is a great way to keep your name fresh in the employer’s mind, and to give you a chance to reiterate your interest in the position.

  You can send your note in the mail if there is sufficient time, but if you believe a decision will be made quickly (or if the position is one with a technical employer), sending a thank you note via email is also acceptable. Should you use email, be sure to use complete sentences and proper capitalization and punctuation, just as you would if you were sending a letter.

**Resources**

**SBA Undergraduate Programs**

If you have questions about career planning, the job search process, resumes or interviewing, set up an appointment to meet with your SBA advisor. You can request an interview coaching session (a “mock” interview). If you have a quick question come to Express Advising to meet with a Peer Advisor. There won’t be time for a full mock interview, but they can coach you through a couple of key interview questions or an “elevator” speech.

**Express advising hours:**

<table>
<thead>
<tr>
<th>Monday - Friday</th>
<th>9:30 – 11:30 am</th>
<th>Monday – Thursday</th>
<th>2:00 – 4:00 pm</th>
</tr>
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**SBA 240**

503-725-3712