



Urban Internship Program



Interviewing Guide

Prepare, Practice and Polish

When you get called in for an interview, it's very important to prepare first. It's very much like going through a rehearsal before a show -- but don't make a script and memorize it word for word! You won't sound natural. You want to show up looking professional, confident, knowledgeable and most importantly, relaxed.

When preparing for your interview, go through a "rehearsal" with a friend or relative. Ask them for constructive feedback. Practice in front of a mirror or video camera. It would be ideal if you know someone in the company and ask them about what to expect and what kind of questions you would be asked, and even go through your rehearsal with him or her.

Research the employer and the position

Do your research – know the ins and outs of the organization, Google it on the web and go through its website. Get to know the job role really well and understand what they are looking for. If any questions spring up in your mind as you do your homework, write them down. There will be a chance for you to ask questions at the end of your interview so you can ask them. Asking good questions will show that you've done your work and are genuinely interested in the job. It can also begin a discussion if there are ever any awkward pauses in your interview (which doesn't always happen, but it's always good to be prepared).

Some of the questions you may ask are:

1. What is the organization's history?
2. What are the organizations goals, values and mission?
3. What is the organizations community interests and involvement?
4. How large is the organization?

On the day of the Interview

- Always show up to your interview 10-15 minutes early. This shows you are organized interested in the position and prompt. If for some reason you are delayed then call the interviewer as soon as possible.
- Get a good night's sleep the night before and eat well so you can be refreshed and alert during your interview.
- As soon as you enter the premise of the company turn your cell phones off. Do not fidget with it or play games on it during the waiting period of the interview. Employers are keeping an eye on you.



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- While waiting for the interview, do not just sit idle. Pick up a magazine or book lying around or request someone to bring you something to read.
- Sit up straight
- Be a good listener and a good speaker. Do not try to guess what the next question will be and listen to the entire question before answering.
- Maintain good eye contact with your interviewer.
- Be polite to everyone you meet, from the front desk person to other employees present, and especially to your interviewer. Interviewers sometimes ask others at the organization for their opinion.
- Wear professional attire. Dress for Success. First impressions are crucial in interviews.
 - Dress conservatively
 - Pay close attention to personal grooming (like hair, nails, teeth)
 - Make sure your shoes are polished
 - Avoid using excessive fragrance
 - Do not wear white socks
 - Bring a briefcase or a portfolio with you. This should include a pen, notepad, resume, cover letter, CNIC Number, Results, Transcripts, references and any certificates that you want to show to the employer.

Follow up

Within a day or two you must thank the interviewer for their time. It is important to remind the interviewer about your interest in the position. You should send a brief thank you email and you can utilize this to mention a skill that you forgot to highlight in your interview.

Even if you don't get the position your interviewer can be a valuable contact. They may keep you in mind for future positions. Never burn your bridges.