Interviewing Tips & Courtesies

Interviewing can be nerve-wracking. We want you to have a successful experience regardless of the outcome. As such, we’ve compiled this list to guide you in your interactions with potential employers. You are representing the Evans School as well as yourself, and it is important to be pleasant and professional. Even if this isn't your next employer, it could be a mentor, contact, or employer down the line.

Present your qualifications and interests accurately: Please ensure all career documents, in print and online, are accurate. Falsifying data, such as GPA, date of graduation, degrees obtained, institutions attended, prior work experience, and/or eligibility to work in the United States is unethical and is ground for immediate dismissal or job offer withdrawal at most organizations.

Learn about the employers and their positions: Employers expect that job candidates will make an effort to learn about their organizations. Failure to do so indicates a lack of interest and reflects poorly on both the candidate and the Evans School. Ensure that you thoroughly research all organizations of interest prior to submitting application documents and accepting an interview.

Honor your RSVP to employer information sessions and all career events: When signing up to attend an on-campus employer session or any Career Development event, it is expected that you will be on time and remain until the conclusion of the event (if you need to go to class/work please notify Career Development staff before the session). Students who RSVP but do not show up and do not notify Career Development of their cancellation will be restricted from attending future events and/or restricted from accessing the EvansJobs system.

Interview only when genuinely interested in the advertised position: Do not accept an interview just for practice; only accept an interview for a job you genuinely are interested in pursuing. Doing so takes away valuable opportunities from fellow students who may have a sincere interest in the position or organization. If you are concerned about your interviewing skills, please schedule a mock interview with Career Development and we'll help you build confidence in that area.

Prepare for and participate fully in the interview: Employers take the interview process seriously and expect students to be prepared for success and to honor their agreement to arrive on time and participate in the interview. Not showing or canceling late (defined as canceling less than 24 hours before an interview or 72 hours if the interview is scheduled on a Monday) reflects poorly on the candidate and the Evans School. Furthermore, it's
expected that all candidates will follow up within 24 hours to thank the interviewer for his/her time and reiterate continued interest in the role.

**Accept or reject offers in a mature and professional way:** Notify organizations of your acceptance or rejection of offers as soon as your decision is made and no later than the decided upon deadline. Candidates should expect job offers to be confirmed in writing, and likewise, should notify the company of accepted or rejected offers by telephone first, and follow up with an official letter or email. Requests for extensions of decision deadlines should be made as early as possible and infrequently.

**Honor an accepted offer as a contractual agreement:** Upon accepting a position, candidates should withdraw from all other interview processes immediately and notify Career Development staff of the decision. Continuing to interview after accepting an offer or reneging on an accepted offer is unethical and reflects poorly on the candidate and the Evans School.