**Phases of an Interview**

*Beginning:* First 3-5 minutes

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| **Employer's Objectives** |  **Your Objectives** |
| To greet you | To get an impression of the employer and his/her surroundings |
| To establish communications | To seek a comfortable ground for communication |
| To make initial evaluation of your appearance,bearing, and poise | To discover what the employer is looking for, so you can meet his/her expectations |
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*Middle:* Exchange of information, duration is variable.

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| **Employer's Objectives** |  **Your Objectives** |
| To assess your academic performance | To highlight your academic and extracurricular accomplishments, recognitions, and awards |
| To determine your interest in their business  | To validate your interest in the work they need done and the success of the employer/business |
| To determine how successful you are likely to be in their work setting and in the tasks and work they are hiring you to do | To assure the interviewer that you are reliable, trustworthy, and have the skills and attitude to perform in a positive and successful manner |
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*End:* Closing remarks.

The interviewer will usually ask if you have any questions. A good interviewee will have questions, prepared ahead of time for the interview. If those questions are answered through the interview process, confirm what you believe to be the answers to those question. The interviewer will usually provide additional information to more completely respond to the question.

If the interviewer does not explain to you what the next step in the selection process is, ask them when they will be making a decision or when you can expect to hear from them. Always thank the employer for the interview and the opportunity to discuss the possibility of employment with them, and follow-up with a written or emailed thank you note.