

Congrats, you have an interview! Carve out some time to prepare, making sure you are up to date about the company and have some good answers for them about your own experience and your interest in them.

1. Ask Them!

Ask about the interview format, if it will be technical, and who you will be meeting with if you can.

2. Prepare About You

- “Tell me about yourself.”
- Why do you want the job (think about both your role there and the company)?
- How would you describe the job? Looking at the your ideal job description, what are the 3-5 major tasks that you would be doing in that position?
- What skills would you need to be successful doing those tasks?
- What relevant experience do you have from past experiences (work/school/etc) that have helped you build those skills? What would you need to work on?
- What key accomplishments do you want to make sure to share?
- What are your strengths and weaknesses?
- Where do you see yourself in 5 years (or in the near future)?
- Prepare to answer salary questions! While they might not come up in a given interview, you should be prepared with an answer. Research what salaries at that company are (e.g. on Glassdoor), and look at the MIMS internship/career reports (posted online: <https://www.ischool.berkeley.edu/careers/paths>). You can also try to evade (e.g. “I’m negotiable depending on the range you’re offering for the position. My first priority is finding the right fit.”)

3. Prepare About Them

- Research the organization: what is their mission and their product.
- Recent news about them or recent press releases.
- Look them up on Glassdoor.com
- LinkedIn stalk the people you’ll be meeting with.
- Prepare questions for them! Show that you care about the company and the work and that you’ve done some research. Don’t ask anything you can easily find the answer to on their website. Also, wait to ask about benefits, salary or “what’s in it for me” questions until you are very close to an offer or have already received an offer.

4. On the Day of the Interview

- Know how to get there! Aim to arrive 10-15 minutes early.
- Psych yourself up before going in, you might do breathing exercise, re-read a recommendation from a former boss... anything that leaves you in a good state of mind!
- Afterward: Send a thank you email to the people you met within 24 hours. Reflect on what went well and what you’d like to do differently next time.