PREPARING TO MEET A PROSPECTIVE EMPLOYER

Being prepared can make all the difference in your ability to use an interview to your best advantage. Learn as much as you can and then carefully review what you know about the employer and that particular industry before formally meeting for an interview. Be absolutely certain you can clearly communicate how your qualifications match the employer's needs.

Make use of the Job Fair to gather information that will help you understand where your skills fit within the needs of hiring organizations. Jobs fairs are excellent occasions to participate in loosely structured informational interviews. The company representatives will be glad to provide you with information about their organizations, and whatever you do, TAKE ADVANTAGE of the valuable information they are making available to you!

Be certain to ask plenty of questions. Concentrate on getting information that will help you to make a career decision compatible with both your short-term and long-term goals and job expectations. Good questions will also reveal preparedness, interest, and enthusiasm in the organization and positions that may be available.

A LIST OF POSSIBLE QUESTIONS:
Consider the following questions as guidelines as you pursue information about an organization and in particular positions that may be of interest to you:

• Why is your company a good place to work?
• Are there any positions for which you are currently hiring?

• What challenges or opportunities are associated with working within this organization?
• How does this position fit into the overall organizational structure?

• How many Stanford graduates work for your organization, if any, and how has their performance and career advancement been?
• Where might this position lead? How long might it take to move from one step to the next along this career path?

• What is the management style and organizational culture?
• What are some of the primary results a person would be expected to achieve once hired?

• What types of growth and change has your organization experienced over the last several years, both financially and administratively?
• What amount of time would be devoted to each of the different responsibilities of the position?

• What is the turnover rate for individuals who work here?
• What training and supervision is provided to new employees? How long is your new employee orientation, and what does it entail?

• What are some of the employment classifications and titles that your organization uses to organize personnel, and where might different new hires fit within that model?
• Where else can I find additional information about your company?

• How might someone with a background such as my own effectively contribute to the overall goals of your organization?