

PREPARING FOR YOUR INTERVIEW

The interview stage is the part of the process that you have worked so hard to get to. The employer will do much of the questioning, but you should be ready to make inquiries as well. To prepare, review the tips on this page, and then take a look at the sample questions and worksheet that follow. Our website's Interviewing Tips page has more information. Remember too that advisors are available to conduct mock interviews to help you polish your skills.

BEFORE

Study your resume. Know your resume inside and out, and interrogate your resume as though you were the interviewer. Prepare your answer to questions about "why" or "how" you gained the experiences you did.

Research the organization and interviewer. If possible use website bios, online and print resources, and Georgetown students/alums to learn what you need to know.

Know the fit between you and them. Many interviews will start with, "why do you want to work at this organization?" Have a response as to how your skills, values, and interests make you a match for the organization. Your answer cannot be inaccurate (e.g., interest in a practice area they do not have) or generic (e.g., "I'm interested in litigating," or "I like Chicago.>").

Review your Career Motivators, Strengths, and Skills assessments, particularly the anecdotes you identified to demonstrate your qualifications for the position.

Conduct a mock interview and attend OCS/OPICS interview workshops. Legal interviews often involve the same questions. Learn them and practice your answers.

Nail the little things. Arrive on time. Dress professionally. Have paper copies of application materials.

DURING

Relax and communicate. The interview should feel like a conversation.

Project enthusiasm. Sit up straight, smile, and look your interviewer in the eye.

Ask relevant questions. This is not an informational meeting; you are not exploring a practice area. Ask questions that relate to being a junior attorney or intern at that organization (e.g., typical assignments, training, mentorship).

Prepare for follow-up. Ask for a business card from your interviewer.

AFTER

Record your impressions and organize your thoughts. Write down important points that came up. Note who you met with, next steps, and any required follow-up.

Give thanks. Send a thank-you note within 24 hours of the interview. Email is generally fine. (An exception to this rule is EIW screening interviews – do not send thank-you emails for these.) Mention in your note a point that was raised during the interview.

Supplement. Send along any additional materials that may be required.

ADDITIONAL TIPS ON INTERVIEWS

Have a strategy. Think about and communicate the two or three things that make you a good fit or set you apart.

Show, don't tell. Whenever possible, illustrate your answer with an example.

Practice! The interview should not be the first time you are articulating an answer. Practice answers to common questions aloud or with a friend. Come in to OPICS and OCS for mock interviews.

Remember that the interviewer does not have an outline of your answer.

Avoid long rambling lists, which are hard to follow; instead create a framework, for example: "I came to law school for a few reasons, driven mainly by academic interests and a desire to become an advocate. On the academic side, I thought [A . . . B . . . and C]. In terms of my advocacy goals, I was interested in [D, E, and F.]"