INTERVIEW TIPS
University of Maryland, School of Public Health
Public Health Science Program

• No eating, drinking, and chewing gum
• Speak clearly
• Be attentive
• Smile and show enthusiasm for the interview
• Maintain good eye contact
• Give a firm handshake
• Upon entering the office, take the lead from the interviewer. Take a seat when he/she asks
• Bring extra copies of your resume, references, and transcript
• Jot questions on a notebook pad that you may want to refer to later in the interview
• Listen carefully to the questions being asked and answer them completely and concisely
• Request a business card and ask if you can call or e-mail the interviewer with any additional questions or follow-up on the status of your application. The business card will provide the correct spelling of the interviewer’s name and his/her mailing address
• Send a thank-you to the interviewer within two days of the interview

For more information visit the University of Maryland Career Center: http://careers.umd.edu