

INTERVIEWING FOR CREATIVE JOBS

- Analyze your strengths and weaknesses
- Portfolio Preparation
- Know your Employer
- Anticipate the Employer's Questions
- Have Prepared Questions
- Remain Positive
- Dress Appropriately
- Follow Up

RESEARCHING THE JOB

- What is the organization's mission?
- What service does it provide?
- Who are the customers or clients?
- Is the company a subsidiary or does it have a subsidiary?
- Is the company involved in a growing industry?
- How many employees are there?
- Are there any Siena Alumni there?
- Does it have more than one location?
- What are the trends and current issues in the industry?

PREPARING YOUR PORTFOLIO

- Being neat is essential
- Sequence your work carefully: start strong and finish strong (limit work to 12 max images with 12 more as a backup if requested)
- Only show your strongest work
- Be prepared to talk about your work
- Make sure work is small format for ease of showing (8.5x11" prints),
- Digital portfolios are acceptable, just be sure to provide your own laptop or tablet and have images ready in a slideshow format.

POSSIBLE QUESTIONS

- Why did you choose to attend Siena?
- What led you to choose your major field of study?
- What motivates you to put forth your greatest effort?
- How do you feel about your work being changed or modified?
- Can you work under pressure?
- Why are you interested in this position?
- What is the greatest challenge you have had to face? How did you handle the situation?
- What are your greatest strengths? Weaknesses?
- What kind of decisions are most difficult for you?
- What do you see yourself doing in five years?
- Is graduate school in your future plans? When?
- What are you most proud of about yourself?
- Tell me a little more about yourself.
- Do you prefer to work alone or in a group?
- How do you feel about working in a team settings?
- What else should I know about you?
- I see many students with the same credentials, why should I hire you?

ASKING YOUR QUESTIONS

- As I gain more experience, what opportunities might be available to me?
- Can you give me a little more detail regarding my specific job responsibilities?
- What do you think is the most challenging aspect of this job?
- What qualities are you looking for in your new hires?
- What will my work environment be like?
- What kind of projects or new products do you see the company becoming involved with in the next few years?
- How will this position allow me to use my initiative and develop my skills?

FOLLOW UP

- Write a thank you note/email as well as any additional material the employer asked you to provide. Keep it short and sincere.

SALARY NEGOTIATIONS

- Wait until you are made an offer
- Never go First
- First response, have a clear sense of how much money you need to make to cover your expenses
- Counter their Offer
- Accept the Offer-Not the Job