

INTERVIEW TIPS



Before the Interview:

- Research the company in advance
- Draft questions to ask
- **Prepare by knowing your abilities, skills and interests**
- Dress appropriately and professionally
- Go alone. Don't bring children or friends; this may distract from the interview
- If you smoke, allow time to "air out" or smoke before showering and dressing
- Know the location of the interview
- Know the name of the interviewer
- Arrive 10 minutes early
- Bring a copy of your resume and references

During the interview:

- Greet the interviewer with a firm handshake and smile
- Wait until directed to be seated or ask if you can take a seat
- Be yourself, not someone you're not
- If you can relax, you will appear more confident and respond more effectively
- Do not chew gum, smoke, or suck on a breath mint
- Sit up straight
- Do not interrupt the interviewer
- Avoid using slang or incorrect grammar when speaking
- Keep personal items such as keys or purse on the floor and out of your hands
- **Make eye contact** with the interviewer to show you are interested
- Speak clearly and loudly enough to be easily heard and understood
- Make sure you understood the question before giving an answer. Ask to have the question repeated for clarification if necessary. Make sure you answer the question
- Avoid answering questions with "yes" or "no". Elaborate by giving examples or explaining situations, but be concise, don't go off on tangents
- Don't fidget
- Be enthusiastic with a positive attitude
- Emphasize that you are truly interested in the job. Stress the reasons you believe you are qualified and how you will contribute to the company
- Do not speak negatively of previous jobs or employers
- Do not bring up salary but know the basic range for the position you are applying for
- Make sure you have a few questions to ask the interviewer
- Ask when a decision may be made
- When the interviewer stands up or brings the interview to a close, smile and shake the interviewer's hand, thanking them for the opportunity to interview

After the Interview:

- Follow up with a handwritten or verbal thank you within 48 hours