

TIPS TO HELP YOU INTERVIEW SUCCESSFULLY

Before the Interview

- ◆ Prepare an up-to-date resume.
- ◆ If calling your potential employer for information and directions before the interview, make sure you have pencil and paper handy to take notes so that they will not have to tediously repeat information. Some employers have remarked that they are not interested in employing people who cannot follow simple directions over the telephone. Also have your questions prepared before calling so that you sound organized and competent. Who knows, you might be talking to your interviewer.
- ◆ Find out information about the job, and prepare questions that show your interest in the company.
- ◆ Dress appropriately.
- ◆ Make sure that you take care of all personal hygiene matters; this includes hair, teeth, hands, and fingernails.
- ◆ Go to the interview alone. If you bring a friend or relative, the interviewer will think that you are insecure.
- ◆ Get to the interview a few minutes early. If you are late, the interviewer may think that you will also be late to work.
- ◆ Know the name of the person with whom you are interviewing before the interview.

During the Interview

- ◆ Arrive on time.
- ◆ Turn your cell phone OFF!
- ◆ Don't chew gum or smoke.
- ◆ Shake hands, use a firm grip, smile and be courteous.
- ◆ Introduce yourself in a relaxed and confident manner. The first part of the interview will set the tone for the rest of it.
- ◆ Be seated only after being asked to.

- ◆ Use appropriate eye contact. Overdoing it may make the interviewer uncomfortable.
- ◆ Use good posture, stand and sit straight throughout the interview.
- ◆ Listen to questions and look interested.
- ◆ Wait a few seconds to organize your thoughts if it will help you to answer the questions.
- ◆ Speak clearly and courteously.
- ◆ Avoid using slang.
- ◆ Don't answer questions with a simple "yes" or "no" if more information will help explain your qualifications.
- ◆ Let the interviewer lead in the conversation.
- ◆ Pay attention to the interviewer. Don't fidget during the interview.
- ◆ Discuss only matters related to the job unless asked.
- ◆ Pick up clues given to you by the interviewer and use them to state a strong case that shows you fit the job's requirements.
- ◆ Show your interest in the company by asking relevant questions.
- ◆ If you want the job, say so!
- ◆ Let the interviewer indicate when the interview is over.

After the Interview

- ◆ Thank the interviewer for the meeting and leave with confidence and a smile on your face.
- ◆ Follow up the interview with a written thank-you expressing your (if true) interest in the position. Do this no later than 24-hours after the interview.