

## INTERVIEW TIPS

- ✓ Dress Appropriately. Be sure hands, nails, hair, face, shoes, and clothes are neat and clean. Do not use heavy fragrance.
- ✓ Have school certificates, resume, letters of recommendation, samples of work, and other items organized to take with you.
- ✓ Always carry a pen and pencil, money and other necessities.
- ✓ Write down the time and date of your appointment, as well as the full name, address, area code and phone number of the company. Put this information in your wallet/purse.
- ✓ Know where the company is located and how much time you need to get there ten minutes early. Allow extra traveling time.
- ✓ Learn the proper spelling and pronunciation of the interviewer's name(s).
- ✓ Research the company. Read company literature, talk with people familiar with the organization and check the company website.
- ✓ Plan to go to the interview alone.
- ✓ Be prepared to ask questions. Review your personal and professional qualifications. Particularly be ready to answer the question, "What can you tell us about yourself?"
- ✓ Practice interviewing and get feedback.
- ✓ Maintain your psychological well-being. Get enough sleep before the interview.

### During

- ✓ Arrive alone and on time.
- ✓ Present yourself in a friendly, straight forward and confident manner. Cordially let the receptionist know whom you are and whom you wish to see.
- ✓ When introduced to the interviewer(s), shake hands, smile and introduce yourself. Remain standing until asked to be seated.
- ✓ Make yourself comfortable and retain your poise.
- ✓ Do not smoke or chew gum.

- ✓ Think before answering questions. Be truthful and tell what specific skills you have. Do not answer the question “What can you do?” by saying, “Anything.” Relate your skills and experience to the job in question.
- ✓ Do not argue or tell the employer your troubles. Be diplomatic. Do not speak negatively about present/past employers. Refrain from telling jokes.
- ✓ Use proper grammar and avoid slang such as “O.K.” or “Yeah”.
- ✓ Maintain eye contact. Be a good listener. Remain flexible and open minded.
- ✓ State why you are the best qualified candidate for the job, why you are interested in the position, and why you should be hired. Express willingness and desire to learn and work hard.
- ✓ Be enthusiastic.
- ✓ Engage the interviewer and show your ability to communicate well. Show that you like and get along well with people.
- ✓ Ask intelligent and appropriate questions about the company. Try to save questions regarding benefits and salary for a future interview or when an offer of employment is presented.
- ✓ Express your interest in the job at the end of the interview, if you are interested.
- ✓ Make a cordial closing remark before you leave. For example, “Thank you for the opportunity to talk with you. I believe the job would be a good match to my skills; I look forward to hearing from you.”