



## **Interview Tips**

### **Get Ready:**

- Plan your interview attire in advance and make sure your clothing is pressed, your shoes are shined, and your hair and nails are well groomed. Do not chew gum. Do not smoke a cigarette immediately before going in. Go light on the perfume/cologne.
- Learn about the organization.
- Bring a nice portfolio with copies of your resume. Include a pen and paper for note taking.
- Review your qualifications for the job.
- Be ready to briefly describe your experience, showing how it relates to the job.
- Be ready to answer broad questions, such as "Why should I hire you?" "Why do you want this job?" "What are your strengths and weaknesses?"
- Practice an interview with a friend or relative.

### **The Interview:**

- Be on time for the interview. On time means five to ten minutes early. If needed, take some time to drive to the office ahead of time so you know exactly where you are going and how long it will take to get there.
- Learn the name of your interviewer and greet him or her with a firm handshake and smile.
- Use good manners with everyone you meet.
- Relax, stay calm and answer each question concisely.
- Speak slowly and clearly and don't be afraid to pause for a moment to collect your thoughts.

- Take a moment to regroup. Maintain eye contact with the interviewer. Listen to the entire question before you answer and pay attention - you will be embarrassed if you forget the question!
- Use proper English—avoid slang.
- Be cooperative and enthusiastic.
- Use body language to show interest—use eye contact and don't slouch.
- Ask questions about the position and the organization, but avoid questions whose answers can easily be found on the company website.
- Try to relate what you know about the company when answering questions. When discussing your career accomplishments match them to what the company is looking for.
- Avoid asking questions about salary and benefits unless a job offer is made.
- Thank the interviewer when you leave, look him or her in the eye and shake hands.

### **Follow Up:**

- Always follow up with a thank you note. Ask the interviewer for a business card and send a thank-you note reiterating your interest in the position as soon as possible. This is a key element many forget.
- If you interview with multiple people send each one a thank you note.