



## **Interview Tips**

- Get clear directions to the interview site and arrive on time or early for your meeting.
- A professional look is bound to impress, even if you wouldn't usually dress up every day. The rule of thumb: Dress one notch above what you would wear to a typical day at work. Women should be sure to dress modestly and should not wear perfume, bulky jewelry, or excessive makeup. Men, stay away from the cologne...although a little deodorant is good.
- Be sure to bring a few copies of your resume, a pen, note pad, and a list of questions you want to ask.
- Your interview starts the minute you walk in the front door and lasts until you exit. So keep your best foot forward from start to finish.
- Smile, especially when you first meet the interviewer. The first impression will stick in his/her mind for a long time.
- There's nothing like a confident handshake! The right amount of grip is important-not too tight, not too limp.
- Eye contact is a form of communication and it has the magical ability to build rapport. Make eye contact with your interviewer, both when you are talking and when the interviewer is talking.
- Good posture shows you are alert and focused. Avoid negative body language. Do not cross your arms over your chest, clench your fists, clutch your purse or briefcase, or do anything that might indicate insecurity, hostility, or resistance to change.
- Listen carefully to everything the interviewer says, ask questions when you don't understand something. Understanding each question will help you give the best response.
- Answer questions with an appropriate balance of confidence and modesty.
- It's OK to be quiet for a moment before you answer a question. It will help you gather your ideas and give a good answer. The interviewer will appreciate the fact that you are thoughtful.
- Be honest, even if it means saying you don't know something or you don't have particular experience. At some point, you may need to say something like: "No, I've never done that, but here's why I think I'd be very good at it."
- Be prepared to demonstrate how you work with people. The interviewer is curious as to how you will fit in.
- A great way to build rapport is to use your interviewer's name when you answer a question. So learn his/her name, and if necessary, practice the pronunciation so it will roll off your tongue during the interview.
- On a job interview, do not talk about salary history and expectations until you fully understand what is entailed.
- When introduced to anyone, be friendly. Your interviewer may be watching to see how you interact and may ask the people you met how they liked you.
- Send a thank you letter as soon as your interview is completed. After all, the interviewer took time to give you a chance, so this is the time for you to say "thanks" in writing.

### **Interviewer is looking for three things:**

- Can you do what is needed?
- Will you do what is needed?
- Will you get along with other people there?

**Practice and rehearse before the interview.**

