

# TIPS ON INTERVIEWING



## **Be Prepared – First Impressions can make or break the interview**

- Don't just be on time – Arrive 15 minutes early – Especially if you need to fill out an application
- Research the company and be knowledgeable about what they do and about their products/services. Check with the local Chamber of Commerce, employees of the company, or check to see if they have a website.
- Have extra copies of your resume along as well as a copy of your reference sheet
- Project a neat and professional appearance
  - Hair should be neat and clean
  - Clothes should be neat, pressed and appropriate for the place you are applying
- Practice for the interview
- Make sure you know the name of the person interviewing you
- Have a list of job related questions to ask them

## **Make the Most of Your Interview:**

- Relax and don't forget to breathe
- Be congenial and smile at the receptionist
- Shake hands firmly with the interviewer(s)
- Make eye contact and smile
- Sit up straight and don't fidget
- Listen carefully to each question and ask for clarification if necessary
- Answer questions clearly and completely
- Never answer a question with just a Yes or No – elaborate but do not get too long winded
- Show energy and confidence in your answers and demeanor
- Don't forget to ask appropriate questions about the job
- In closing tell them you are interested in the job and thank them for their time
- Send a thank you note immediately after the interview

## **Be an Interview STAR** ★

### **Don't:**

- ★ Dress inappropriately
- ★ Bring your kids or friends along
- ★ Answer questions vaguely, incompletely or go on and on and on
- ★ Forget to practice ahead of time
- ★ Ask the pay or benefit schedule
- ★ Chew gum
- ★ Look everywhere but at the interviewer
- ★ Run down a former employer
- ★ Smell like smoke or wear heavy perfume or cologne
- ★ Forget to iron your clothes
- ★ Arrive Late

### **Do:**

- ★ Plan what to wear ahead of time
- ★ Be confident in your abilities
- ★ Be prepared to tell them what you can do for their company
- ★ Arrive early
- ★ Dress appropriately but comfortably
- ★ Smile
- ★ Shake hands firmly
- ★ Listen
- ★ Relax
- ★ Practice answering questions
- ★ Thank the Interviewer