

INTERVIEW TIPS

BEFORE THE INTERVIEW

- Be punctual
 - Allow plenty of time to get to your interview
 - At least 15 minutes before the scheduled time
- Go into the interview alone
 - Do not eat or chew gum
- Do not carry packages or anything other than a briefcase or purse with you
- Wear proper apparel for the interview
 - Be neat and clean
 - Dress conservatively
- Bring a copy of your resume, driver's license, social security card, and a pen or pencil
- Greet the receptionist with courtesy and respect
 - You never get a second chance to make a first impression
- **TURN OFF** your cell phone or any other device that may cause a disturbance before entering the building.

DURING THE INTERVIEW

- Be composed and well mannered
 - Do not get impatient if you have to wait
- Read the application completely before writing anything
 - Print clearly, staying within the given space
 - Write something on every line showing the employer that you can follow directions
- Shake hands and smile
 - Then politely introduce yourself
- Make eye contact with your interviewer, this shows that you are interested in what is being discussed
- Sell yourself
 - Don't boast or give more information than requested
 - If you are confident you can handle the job, say so
- Be enthusiastic
 - The job is important and the interviewer wants someone who is genuinely interested in the position and company

- Never talk negatively about a former employer, supervisor, or colleague
 - State reasons for leaving calmly and truthfully
- Be prepared to answer questions about your qualifications
 - Stress your strong points and achievements.
- Research the company and position; retain as much information as possible.
- **Be prepared to answer questions such as:**
 - What can you offer our company?
 - Why do you want to work for us?
 - Why should we hire you?
- Whether the interview has been successful or not, thank the interviewer for their time
- Do not hesitate to say, “**I want to work for you**” or words which convey this meaning
- You may accept a job on the spot but **NEVER** decline a job on the spot
 - Let your recruiter decline for you
 - It reflects better on you since your recruiter is trained to handle this

AFTER THE INTERVIEW

- It is important that you call your recruiter immediately after the interview
 - If you are interested in the position, we will try to help you obtain it
- Keep all job information confidential until you land the job
 - You may create your own competition by discussing the job with others.
- **Tips**
 - Never fail to keep an appointment, if you are running late contact your recruiter
 - Go to the interview with a positive attitude; keep in mind that this may be the best job in the world
 - Work closely with your recruiter - anything you share with him/her is confidential
- **Remember**
 - Your only purpose at the interview is to obtain a job offer whether you subsequently decide to accept it or not.
 - *The best way to obtain an offer is to ask for the job*