

# INTERVIEWING TIPS

Be sure to thank the interviewer at the beginning of the interview for the opportunity to meet with them and then again at the end for their time.

**SELL YOURSELF** - You must think of your interview as an opportunity to market yourself for the job. You are selling a real product – YOU!

**DRESS APPROPRIATELY** - Remember First Impressions!

- Wear a suit
- Be well-groomed (hair combed, pulled back, nails clean, deodorant)
- No flashy jewelry, makeup, or heavy perfume/cologne
- Cover or remove any and all body art
- Travel light – No big bags, books, magazines, etc. (a portfolio for taking notes is ok. Briefcases are typically ok.)

**BE ON TIME** - Arrive 15-30 minutes early. Remember to adjust for traffic.

**BE PREPARED** - Always bring 2-3 copies of your resume with you and any Letter of Recommendations.

**WATCH YOUR BODY LANGUAGE** - Employers watch for non-verbal clues during an interview.

- Be sure to give a firm handshake, sit up straight and provide eye contact.
- Place briefcase/purse on the floor.
- Hands should be in your lap.
- Remember to SMILE.

**END THE INTERVIEW** - Ask each interviewer for his or her business card. This will aid in completing a thank you note, if you choose. Ask for the job: *From what I have learned here today, I feel like this would be a good fit for the both of us.*

## Questions Often Asked in an Interview

- Tell me about yourself. Be prepared, but do not tell too much personal stuff that would send up red flags such as religion, age, political views, family life, etc. More about answering this question is below.
- What did you like/dislike about your previous job?
- What would former employees or employers say you need to work on?
- What are your goals in life? (keep this relevant to the job)
- What are you leaving your current job?
- Why did you leave your previous employer?
- What should I consider you a strong candidate for this job? (This is your chance to sell yourself). You may not have all the skills that are looking for, but you will make up for it with your hard work and dedication. Skills can be taught. Work ethic can't!

## Sample Questions for YOU to Ask in an Interview

- I researched the organization/company and learned A,B,C; however, could you tell me a little more about it? (This shows that you have done your homework.)
- How am I going to fit into the structure?
- What is the training program like or is it OJT (on-the-job-training)?
- Describe a typical day.
- What is the makeup and overall experience of the team that I will be working with? (This question shows interest, and gives the interviewer a visual of you working there.)
- When people leave, what is the reason?
- What concerns or questions do you have for me about my capabilities to do this job? (If you are going to ask this, be prepared to overcome them.)
- What are the organization's/company's goals for the next 5 years?