

## Interview Tips

- ✓ Dress professionally.
- ✓ Review common interview questions before you go.
- ✓ Take a note pad and pen.
- ✓ Chew a mint before you go in.
- ✓ Put on lip moisturizer such as chapstick so your lips do not feel dry and it is easier to talk (an old TV trick)
- ✓ Go alone.
- ✓ Arrive early.
- ✓ Smile and be polite to all the people you encounter. Note the name of the receptionist on your note pad.
- ✓ Complete your application neatly and carefully.
- ✓ Do not smoke at the interview site or chew gum.
- ✓ Bring any licenses necessary for that specific occupation.
- ✓ Leave your CV and letters of recommendation with the interviewer.
- ✓ Explain fully your qualifications and to relate your skills to the job.
- ✓ Quantify your accomplishments.
- ✓ Be positive and confident but avoid coming across as over-confident or arrogant.
- ✓ Answer questions completely but don't ramble. Stay focused.
- ✓ Maintain eye contact with the interviewer but don't stare.
- ✓ Don't discuss your health or private life.
- ✓ Be careful not to display nervous mannerisms. Rest your hands and relax.
- ✓ NEVER make negative comments about your previous employers.
- ✓ State your desire for work and your interest in the company.
- ✓ Ask a question about that is specific company to reinforce your interest to the employer.
- ✓ Ask about the timeline that the employer will follow in making a decision.
- ✓ Ask for permission to call back for the results of your interview.
- ✓ State that if this opportunity isn't right for you that you are interested in future opportunities with the company.
- ✓ Ask where you may send a thank you note for the interview and write down the information.
- ✓ Remember to write down the interviewer's name(s).
- ✓ At the end of the interview thank your interviewer for his/her time.

### After the Interview

- ✓ Thank the receptionist for their help. Smile!
- ✓ Send a thank you note!
- ✓ Write down any questions that you feel you didn't do well on.
- ✓ Follow up on the timeline that was given to you and call if the interviewer said it was OK to do so.
- ✓ Don't get down if you are rejected! Keep moving, the next opportunity is out there.