



INTERVIEW TIPS

How to win the job!

Many interviewers will make a decision about you in the first 30 seconds, so preparation is key to a successful interview. Researching the company, responding thoughtfully to questions and following up with a thank you note can all help you stand out from other candidates. Here are a few tips to help you make a good impression.

Before the Interview

- Research the company
- Practice answering questions
- Review your qualifications
- Print extra copies of resume & references list
- Review job description
- Have your outfit ready!
- Plan Ahead – Location? Parking? Car Trouble? Child Care?
- VIP!! Let the Placement Coordinator know you have an interview!

During the Interview

- Arrive 15-20 minutes early – breath & review notes
- Greet interviewer by name (pronunciation)
- Strong, FIRM handshake
- Big Smile!
- Be Relaxed, but enthusiastic
- Gum/Smoking
- Eye Contact!
- Offer a copy of your resume/references when appropriate
- Before leaving ask for a business card or email address
- Ask Questions! Always! How to follow-up?
- Leave your phone in the car!

After the Interview

- Make notes ASAP, you will forget!
- Send a Thank You Note/Email within 24 Hours
- Follow-up via email or phone is appropriate about a week after the interview, unless specified to be longer by the interviewer
- Be patient!
- Continue to apply!

Attire Dos:

- Proper Hygiene – Hair, Nails, Cleanliness
- Try on your outfit before the day of
- Clean/iron your clothes
- Wear coordinated, professional shoes
- Bring a portfolio, folio or briefcase
- Wear conservative colors

Attire Don'ts:

- Don't wear Cologne or Perfume
- Don't wear flashy jewelry or accessories
- Don't wear clothing that is too baggy or too tight
- Don't wear heavy make-up
- Don't wear unnatural hair colors
- Don't wear bright nail polished
- Don't wear very tall heels