

Interview Tips

Congratulations! Your resume or application impressed your prospective employer and they have offered you an interview. Here are some things to keep in mind:

BEFORE

- Know where you're going. If you need to, map out the route you'll need to take, check on parking options, and plan for traffic.
- Be on time. In fact, be about 10-15 minutes early.
- Dress professionally.
 - Make sure clothes are clean and pressed.
 - Don't wear jeans, flip-flops, or tank tops.
 - Make sure your hair is out of your face.
 - No strong perfume or cologne.
- Come alone, don't bring a family member or friend with you.
- Bring a copy of your resume and cover letter with you.

DURING

- Turn your phone off – no texting or answering your phone during the interview.
- Shake hands and make eye contact with the person(s) interviewing you.
- Be genuine, have a positive attitude, and express enthusiasm for the position.
- Remain focused and try to keep your responses to questions short and to the point.
- Remember the importance of body language
 - Have good posture.
 - Keep fidgeting to a minimum.
 - Be an active listener - show interest in what is being discussed.
 - Smile.

AFTER

- Ask the interviewer about the next steps in the process, including a timetable for when a response may be expected.
- Say thank you when you leave and then send a "thank you" note when you get home.

Questions an interviewer might ask you:

- Tell me about yourself.
- What attracts you to this position/company?
- Why should I hire you?
- What did you like/dislike about a previous job?
- What are your strengths and weaknesses?
- What was a project you completed at a previous job that used skills you will use in this position?
- Tell me about a time when you handled a difficult situation. What worked? What didn't?
- Tell me about a time when you worked with others? What did you do about disagreements?
- Do you have any questions?

Questions you could ask a potential employer:

- Please describe a typical day on the job.
- What do you see as the most important skills for success in this job?
- What level of responsibility could I expect in this job?
- Is there a typical career path for a person in this position?
- What are the company's plans for the future?
- How would you describe your company's culture or working environment?
- What do you like most about your organization?
- How are employees evaluated and promoted?