Interview Do's

Research the Company
Research and be prepared to know interesting facts about the company.

Dress Appropriately
Dress appropriately and conservatively. A good rule is to dress one step up from what you would normally wear on the job.

Use a Grooming Checklist
Your appearance is the first factor to which the interviewer reacts. (Clean hair and fingernails) Make it positive!

Do Bring Along Several Copies of Your Résumé
Many times you will be interviewing with more than one person. Offer your résumé to everyone who will be interviewing you.

Have References and/or Letters of Recommendation Available
Ask your previous supervisor for a letter of recommendation, as he/she may no longer be at your previous place of employment, leaving you without references.

Arrive Early, But Not Too Early
It is good to be five to ten minutes early so you can find where the interview will take place.

Introduce Yourself to the Secretary or Receptionist.
State your purpose and ask to talk to the person who will be interviewing you. Remember to thank her on the way out.

Introduce Yourself to the Interviewer
Shake hands firmly.

Look a Prospective Employer in the Eye
Vary the tone of your voice and tempo at which you speak in an effort to keep the interviewer’s attention.

Ask the Interviewer to Describe the Position
You will need to know what you will be doing on-the-job so that you can relate your skills, education, and experience.

Offer Explanations Whenever Possible
Explain instead of using just a yes or no response. Be positive and use specific examples to support your answer.

Smile
Smile whenever possible and appropriate, as it has a tendency to relax both you and the interviewer.

Leave Your Troubles, Anxiety or Self-Pity at Home
An employer will hire based on your motivation and desire to work for the company rather than your desperate need for work.

Ask Questions About the Company or the Position
Questions give you the opportunity to further demonstrate your interest and to elaborate on your talents.

Conduct Yourself as if You Are Determined to Get the Job
Be confident, but not smug.

Thank the Interviewer for His or Her Time
Make a positive statement of your interest in the position.

Ask for the Job
Ask when you will be hearing from the employer.