



# 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.