INTERVIEWING BASICS

**BEFORE THE INTERVIEW**
- Research the company.
- Know the location of the interview. Drive the route, if possible, and know where you will be interviewing inside the company and with whom.
- Review the job description for the job for which you are interviewing.
- Have a mock interview
- Be prepared for the interview, bringing necessary items:
  - Pen
  - Notepad
  - Extra copies of resume
  - Copies of Reference List (3+ references w/ contact information)
  - List of keywords/questions for the employer
- Prior to a face-to-face interview, you may have to complete a phone interview.

**The Interview**
- Be prompt! Try to be at least 15 minutes early for the interview.
- Body Language
  - Hand Shake
  - Smile
  - Good Posture
- Dress
  - Appropriate Attire for the position
  - Clean and neat appearance
- Good Communication Skills/ Honesty
- Be familiar with different types of interviews and interview questions
  - Traditional
    - Know how to answer the weakness question
  - Behavioral
    - STAR (Situation-or-Task, Analysis, and Review)
- Practice, practice, practice
- Know your interview’s name
- Do not smoke or chew gum in your interview even if the interviewer indicates it is acceptable

**Closing the Interview**
- Have questions ready to ask the employer
- Thank you letter or note should be ready to go in the mail that day or the next day
- Ask for a business card- establish method to follow up

**Do’s and Don’ts**

**DO**
- Have a firm handshake
- SMILE
- Listen
- Dress professionally
- Know your resume
- Think before you answer
- Be Enthusiastic
- Tell the truth
- Clarify when necessary

**DON’T**
- Wear heavy perfume/cologne
- Chew gum
- Smoke prior to an interview
- Wear excessive jewelry
- Forget to wear deodorant