

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 interviewer'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