
INTERVIEW ADVICE

Present Yourself Professionally

- ❖ Dress appropriately for the organization you are interviewing with (call employer or other employees to find out if you're not sure).
- ❖ Arrive early (5 to 10 minutes).
- ❖ Offer a firm handshake at the beginning and the end of the interview.
- ❖ Maintain eye contact throughout the interview (it is natural to look away briefly while you are speaking).
- ❖ Do remember to smile and be friendly. Employers appreciate enthusiasm.
- ❖ Sit comfortably (back straight, leaning slightly forward) don't fidget, squirm or wring your hands.
- ❖ Do not chew gum.
- ❖ Carry a briefcase or portfolio if you like. Do not bring a backpack to the interview.
- ❖ Leave your cell phones out of the interview room or turn them off before you enter.

WHEN ANSWERING QUESTIONS REMEMBER THESE TIPS!

Allow yourself time to think before you answer questions. It is appropriate to ask the interviewer to repeat a question that is unclear.

Be specific and give examples when answering questions. This adds credibility to statements you make about your qualifications. It is better to make a few strong points than many brief, unrelated points.

Do not diminish your past experiences; don't say, "I was just a front desk assistant."

Try to avoid saying "uh", "like", and "you know!"

What to Wear?

- ❖ Unless otherwise directed by the employer, dress conservatively for interviews. Men should wear a dark suit and conservative tie. Women should wear a dark colored pant or skirt suit. Avoid miniskirts, bow-ties, trendy outfits, or loud colors.
- ❖ Wear dark, polished conservative shoes with closed toe and heel. Men should wear long, dark socks and women should wear dark or nude colored nylons.
- ❖ Minimize jewelry. Women should wear no more than one pair of small earrings. No additional body piercings and cover tattoos.
- ❖ Style hair neatly and conservatively. Keep nails groomed and use conservative nail polish.
- ❖ If the employer indicates that business casual attire is appropriate to wear or if you are **absolutely** positive the company culture is casual and wearing a suit to the interview would be overkill, you may wear business casual in the interview. Here are some tips:
- ❖ Business casual can range from slacks or skirts to khakis.
- ❖ It includes a collared shirt and trousers, a shirt or sweater with a skirt, or coordinated separates.
- ❖ Low heeled shoes and loafers are acceptable.
- ❖ Jean, tennis shoes, T-shirts, sweatshirts, shorts and miniskirts do not qualify as business casual.