

Quick Tips for Acing Your Interview

✓ Before the Interview

Shower and use deodorant Cut nails and wash hands Cover tattoos and body piercings
Clean and press clothes Shine shoes Use minimal or no perfume or cologne

✓ Arriving to the Interview

Bring a notepad and pen Bring a few extra resumes and reference lists
Be at the front desk ten minutes before the interview is scheduled

✓ Game Time

Show your self-confidence with a firm handshake.
Do not chew gum or smoke.
Be pleasant, friendly, courteous, and tactful.
Always maintain good eye contact.
Use facial expressions and gestures to help communicate your thoughts and convey your personality.
Be truthful and positive.
Let your sense of humor show through.
Listen carefully, think first, be specific, and keep answers to the point unless you're asked to elaborate.
Emphasize experience and training related to the job opening.
Learn about the company's products and services, and refer to them in your answers.
Speak positively of past employers and avoid discussing personal problems.
Turn negatives into positives by explaining how you learned from those experiences.
Research salary range for the position and be prepared to discuss your expectations.
Be prepared to tell them when you can start.
Restate your interest in the position at the close of an interview.
Send a brief thank you note immediately after the interview; be sure to get complete contact information and names of your interviewer(s). *Thank the interviewer even if they say you're not right for the job.*

✓ Suggested Questions You Could Ask

What do you like about working in this organization?
What are the key challenges of this position?
How would you describe your corporation's personality and management style?
What characteristics does a successful person within your company possess?
What will the final selection process be? What happens next?
When will a decision be made about this position?
Come up with some company-specific questions on your own.