

Interview Preparation

Making a great impression

- Arrive 10 minutes early.
- Have all copies of required materials with you.
- Dress appropriately.

Practice makes perfect

- Create answers to typical interview questions.
- Think of questions to ask the interviewer.
- Sell your strengths.

Company information

- Before the interview, learn as much as you can about the company where you are applying...
 - Who are the customers?
 - Who are their competitors?

Personal appearance

- Make sure to be refreshed, neat and clean.
- Avoid any sort of fragrances.
- If you have longer hair, pull it back.

Dress for success

- Wear minimal jewelry, if any.
- Wear a clean set of clothes.
- If wearing pants, wear khaki, brown or black.
- If wearing a skirt, make sure it is knee length or longer.
- General rule: Dress one level above what you would wear on a day to work.

During the interview

- Be an active listener.
- Maintain eye contact.
- Ask questions.
- Shake hands firmly.
- Be enthusiastic.
- Be aware of your body language.
- Stay positive!
- Remember that interviewers are watching your overall reaction along with your responses.

Follow up

- If you have not heard back from the company within a week, call back.
- Send a thank you email, letter, or phone call. This shows your interest in the position.

Don't...

- Discuss the wage in the interview. Wait for a call back.
- Talk about any illegal activity.
- Cover your mouth while talking.
- Chew gum.
- Fidget.