



TIPS FOR A SUCCESSFUL JOB INTERVIEW

Please use the following suggestions as a guide when preparing or attending an interview.

❖ **BE ON TIME**

- ✓ At least 10 to 15 minutes before the scheduled interview time.

❖ **DRESS TO IMPRESS**

- ✓ No sneakers, jeans, extreme hair styles, or excessive jewelry.

❖ **BE PREPARED**

- ✓ Know the name(s) of the position(s) for which you are applying and the duties and requirements of the position(s).
- ✓ Research the company to which you are applying.
- ✓ Use the internet to look up information regarding the company's mission or philosophy, how long they have been in business, how many employees, and other types of positions that are within the company.

❖ **WATCH YOUR NON-VERBAL COMMUNICATION**

- ✓ Maintain good posture throughout the interview.
- ✓ Be aware of your facial expressions.
- ✓ Keep your hands, arms, and legs under control.

❖ **BE SURE YOU UNDERSTAND THE QUESTION**

- ✓ It is OK to ask for clarification (on anything).
- ✓ It is OK to ask the interviewer to repeat the question.

❖ **EMPHASIZE WHAT YOU CAN DO FOR THE COMPANY**

- ✓ Focus on your strengths (i.e. communication skills, interpersonal skills, talents, or special skills and abilities that you possess)
- ✓ Sell yourself!

❖ **REMAIN POSITIVE**

- ✓ Never slight or talk poorly on a previous employer.
- ✓ Try to respond in a positive manner versus a negative manner

❖ **PREPARE TO ASK QUESTIONS**

- ✓ When asked for comments or questions, have some prepared. This will show the potential employer you are interested in the position.