

20 tips for your interview process

One of the most important parts of getting a professional job is giving a good interview. To make sure you are fully prepared while interviewing, follow these tips:

1. Research the company thoroughly to get a good idea of their background. Work this information into the interview to show how serious you are about the position.
2. Practice answering questions. Get a friend or family member to pretend to interview you or practice your answers in front of a mirror.
3. Make a list of strengths and weaknesses in relation to the job you would be performing. If asked for these during the interview, present weaknesses that could appear as strengths. Ex. Working too hard, too involved in the job, always staying late, and taking work home.
4. Update your resume to include all current information. Double-check it for any spelling, grammar, and punctuation errors. Take a clean copy to the interview, even if you have already sent on in advance.
5. Wear suitable clothing related to the job you are applying for. Try to follow the dress code if you know what that is beforehand. No matter what you wear, make sure it is clean, free of holes or tears, missing no buttons, and not wrinkled.
6. Prepare several questions that you can ask during the interview to prove interest in the position.
7. When setting up the interview ask if you are required to bring any additional materials such as a driver's license or social security card for proof of I.D.
8. If the salary is flexible, have an amount in mind to aim for. Always start higher to allow room for negotiation.
9. Go to bed early the night before the interview and get a good night's rest. Everything should be ready to go the next day so you are not rushed.
10. On the day of the interview, call the company to confirm your appointment and the correct time. Also, review the address and directions if you need them.



Follow these tips to succeed once you are at the actual interview:

11. Allow extra time in getting to the interview in case of unforeseen circumstances such as heavy traffic or an accident. Arrive early especially if you are required to fill out a separate application before the interview starts. It is expected that you have it finished by your scheduled appointment time.
12. Be especially nice to the receptionist or anyone you meet who can later give positive feedback to your interviewer about your attitude and enthusiasm.
13. When meeting your interviewer, give a firm handshake, polite and enthusiastic greeting, and smile.
14. During the interview, be sure to make eye contact, smile and nod your head. Don't be afraid to take notes for later reference.
15. Be aware of your body language. Don't slouch, cross your arms, or look uninterested.
16. Listen to the information and questions carefully. Nothing makes a bad impression that making the interviewer repeat sometime again and again.
17. Think before you speak. Concentrate on what you want to communicate in your answer and speak with confidence.
18. Don't lie or exaggerate about anything either on your resume, application, or during the interview. It is grounds for immediate dismissal when the falsity is discovered.
19. Ask to tour the office or see the place you would be working. Introduce yourself to others you see working there.
20. If hired, be sure to get all of the important company policy information such as the dress code, sick days, holidays, benefits, work schedule, etc.