



## QUICK GUIDE - INTERVIEWING TIPS

*The person who presents himself or herself the best is usually the one who gets the job. Here are some tips to keep in mind about the interview:*

### Preparing for the Interview

The majority of unsuccessful interviews can be traced to lack of preparation, not lack of qualifications.

- Do research—familiarize yourself with the prospective employer’s job requirements, company history, and industry. If possible, try to find out a little about the person conducting the interview.
- Clarify your objectives. Be clear on your interests and career goals. Be prepared to explain why you want the job and why you believe you would be a good fit.
- Get your questions ready. Develop relevant questions, some of which should be based on your research.
- Be prepared to be an active listener—paying attention to and thoroughly absorbing what the interviewer is saying can give you insight into how to tailor your “pitch” to match what the employer is looking for.
- Practice...practice...practice—rehearsing by yourself and role-playing with others will help you anticipate and simulate the actual interview.



### Managing Your Image during the Interview

You only have one opportunity to make that all-important first impression, so keep the following in mind:

- ◆ Physical presence: Do not underestimate the power of your appearance. Dress appropriately for the job you want. Be sure your grooming and hygiene are immaculate.
- ◆ Be on time
- ◆ Movements and mannerisms: Maintain eye contact. Be calm. Relax—no matter how nervous you are, do not clench your fists, touch your mouth, fake a cough to think about the answer to a question, gnaw on your lip, give a tight or forced smile, swing you foot or leg, fold or cross your arms, slouch. Use natural gestures. Avoid fidgeting, scratching or fussing with objects. Move naturally—avoid looking stiff or awkward.
- ◆ Be positive and try to make others feel comfortable. Keep in mind that you may be evaluated just as much in the waiting area as in the actual interview, so make sure you are friendly to the receptionist, office assistant, or anyone else who may greet you before and after the interview.
- ◆ Manner of speaking: Make sure you can be heard. Be aware of the interviewer's reaction to your voice. Do not mumble or drop your voice to a whisper toward the end of your sentences. Avoid singsong or monotone recitations. Avoid slang and colloquialisms.
- ◆ Demeanor: Convey the appropriate amount of enthusiasm, warmth and sincerity to suit the interaction with your interviewer. Be positive. Avoid negative topics. Smile. Do your best to respond in an open, direct way.
- ◆ Communication: Remember to listen. Reflect before answering a difficult question. When it is your turn, ask the questions you have prepared.
- ◆ Preparation for follow-up: Get names and exact titles.



### After the Interview

If you have made a good impression to this point, you want to make sure you end on a positive. Here are some recommendations on follow-up:

- End the interview with a handshake and thank the interviewer for his or her time.
- Reiterate your interest in the position and your qualifications.
- Ask if you can telephone in a few days to check the status of your application.
- Write a thank you note within 48 hours, expressing your gratitude for the meeting, reinforce your interest in the job, and recap the strongest points recommending you for the job.
- Follow-up with a phone call if you are not contacted within a week of when the interviewer indicated you would be.