



SUCCESSFUL INTERVIEWING

Here is a list of some of the things you'll want to do to prepare for a job interview.

Research the company

Know what the company does and have an understanding of the industry. Use the company's Web site as a starting point.

Practice, practice, practice

Ask friends, family, or professionals in the industry to quiz you on questions they think will be asked. A successful interview begins with preparation. Expect many questions and be ready by practicing your answers. Also be aware of your body language. It can say a lot about you.

- ✘ Do: Look directly at the other person when you are speaking to them.
- ✘ Don't: Slouch in your chair.
- ✘ Do: Empty your pockets – no jingling coins or keys.
- ✘ Don't: Chew gum or play with your hair.

Dress the part

Although many companies have relaxed their internal dress codes, interview attire remains conservative. If the employer has a casual style, dress conservatively by choosing clothes that are one step above what you'll be expected to wear once you get the job.

- ✘ Do: Wear a two-piece business suit.
- ✘ Don't: Wear high heels.
- ✘ Do: Wear clear or a conservative nail polish color.
- ✘ Don't: Wear heavy cologne or perfume.
- ✘ Do: Wear a necktie with a conservative pattern.
- ✘ Don't: Wear brightly colored shoes, socks or hosiery.

Be on time

It's important to make a good first impression. If possible, visit the site in advance and know how long it takes to get there. On the interview day, leave a little early to allow for the unexpected.

Give thanks

Send a thank you note shortly after the interview. Remember to ask for a business card at the conclusion of the interview. This way you will have the correct spelling of the interviewer's name, as well as the correct title and address.

Good luck on your next job interview!
