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!*