



Interview Tips

Prior to the interview:

- Research the company and review the job description
- Practice answering common interview questions by setting up a mock interview and solicit constructive feedback from the interviewer
- Review the job qualifications you have and be prepared to talk about them
- Identify personal weaknesses and strengths; turn your weaknesses into strengths
- Think about any questions you may have for your interviewer based on your research

During the interview:

- Arrive 10-15 minutes early but no earlier
- Call ahead if you are running even a few minutes late
- Bring 3 copies of your resume
- Bring copies of references but only present if they are requested
- Bring a notepad and ask permission to take notes
- Have previous employer information available to fill out any applications
- Appear well groomed and dress in business professional attire
 - Women: a blouse or nice sweater and slacks or a skirt, or a conservative dress is appropriate
 - Men: a conservative suit is preferred; a nice shirt with a tie and slacks is appropriate
- Remove or cover any body piercings and cover any tattoos
- Don't chew gum, fidget, etc.
- Use specific examples while answering interview questions when possible

After the interview:

- Thank the interviewer
- Send a brief note thanking the interviewer for their time and consideration

Additional tips for phone interviews:

- Use a phone charger if on a mobile phone
- Have a copy of your resume visible for reference
- Print off important information about the company and keep it visible
- Have a pen and paper ready to jot down names and phone numbers
- Remove any distractions, such as the television, radio, or computer