



Interview Tips

1. Research the company before your interview

- Visit the website, find out what their core product or services consist of
- Thoroughly read the job description and think about your past experience in performing each of the listed duties

2. Know where you are going

- Drive by the location the day before around the same time as your interview so you know what kind of traffic to expect
- You'll have a better idea of how long it will take you to get there
- You can scope out the parking situation

3. If you're always early, you're never late

- Arrive 15 – 20 minutes early, there may be paperwork to fill out
- There is nothing worse than showing up late to an interview

4. You can never go wrong with a suit

- Invest in a suit that fits properly
- First impressions go along way
- Women: Apply make-up and jewelry conservatively
- Men & Women: Use perfume and cologne sparingly

5. Bring a hard copy of your resume to the interview

- Bring a couple of extra copies in case you interview with more than one person
- Use a quality stock resume paper
- Most interviewers will allow you to keep a copy in front of you for your own reference

6. Don't hold back on your answers

- Elaborate on your answers to yes/no questions but do not answer more than the question asked
- Provide examples of similar positions you've held and parallel skills
- Describe the similarities to things you have done that relate to the position they are describing to you
- Explain how you handle difficult situations

7. Ask Questions

- It shows that you have an inquiring mind and that you are truly interested in the position
- For example: "How soon do they plan to make a decision?" "Is there any reason they don't feel you are qualified for the job?"
- Stay away from standard HR questions such as company benefits

8. Be Prepared to List your Strengths and Weaknesses

- This is a common interview question
- Don't limit your strengths to personal characteristics – keep in mind your technical, creative, and analytical capabilities as well
- Use this as an opportunity to discuss things that weren't brought up in the interview but you want to make sure they know about you
- List only weaknesses that the interviewer may view as a plus to their company

9. Don't be afraid to...

- Brag about your accomplishments – you want to sell yourself!
- Ask your interviewer to repeat the question – you may answer incorrectly if you don't.
- Smile, be positive, and upbeat

10. Follow up

- Express your interest in the position
- Send a thank you card or email – preferably both
- Don't harass the interviewer with multiple phone calls – 2 forms of follow up are enough