

Guide to a Solid Interview

DO...

- **Come prepared** – Research the company you are interviewing with and be prepared to answer questions about the business. Also, make sure you know the exact time and location of the interview and always show up ten or fifteen minutes early.
 - **Dress professionally** – Clothes may not define you, but in a brief interview with a complete stranger, they make a more lasting impression than you may believe.
 - Men – Suits are ideal, but a pair of dress pants, a business jacket and a tie will serve a good substitute. At the very least: dress pants, button-up shirt and tie.
 - Women – Suits are ideal also, but a nice skirt or pair of dress slacks with a nice blouse or sweater will also work. Avoid revealing clothing; the interviewer may find it distasteful.
 - Everyone – Go easy on the fragrances. Keep hair neatly groomed. Clean fingernails. Keep jewelry tasteful and to a minimum. No visible tattoos. If you smoke, don't wear clothes that smell of cigarettes.
 - **Show respect and appreciation** – Refer to the interviewer as “Mr.” or “Ms.” unless told otherwise. Also, interviewers are always pleased to know that their time is appreciated. ALWAYS thank them – before *and* after the interview – for taking the time to meet with you. It will ensure that you begin and end on a positive note. Also, mailing a brief thank-you letter afterward can also be a good idea.
 - **Conduct yourself professionally** – Shake hands firmly. Look the interviewer in the eye. Smile and show enthusiasm. Sit up straight with your feet on the floor. Don't fidget with your hands. Avoid the word “um.”
 - **Anticipate common interview questions you may be asked, such as:**
 - Why are you interested in this position?
 - What are your strengths and weaknesses?
 - Why did you leave your last position?
 - Give *specific* examples of how your skills have benefited you in previous positions.
 - Where do you see yourself five or ten years from now? What are your goals?
 - *ALSO, make sure you have a few questions of your own prepared as well. Show the employer that you are serious about learning more about this position and the company.
 - **Be professional, be friendly, be enthusiastic and be yourself** – Don't treat the interview like it's a casual conversation, but don't treat it like you are a defendant addressing a judge either. You want to leave the interviewer with the impression that you are a sharp and capable professional, but you also want him/her to like your personality and enjoy the meeting the two of you have.
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DO NOT...

- **DO NOT falsify your resume, job application and/or any other paperwork you are given.**
- **DO NOT bring anyone else with you to the interview. Show you are an independent person.**
- **DO NOT make negative comments about previous employers or coworkers.**
- **DO NOT show any stress, frustration or anxiety during your interview.**
- **DO NOT give the impression that you would take any job or are desperate for the position**
- **DO NOT ask questions about salary or benefits until the interviewer brings it up.**
- **DO NOT slouch in your chair or put your feet up.**
- **DO NOT chew gum, eat or drink anything during the interview.**
- **DO NOT bring your cell phone into the interview. At the very least, turn it off beforehand.**