

INTERVIEWING TIPS

IMPORTANT TIPS FOR JOB SEEKERS TO REMEMBER

- **Let your hygiene and good grooming make a good first impression.** You do not have a second chance to make a good first impression.
- **Behave as though everyone you meet is a potential friend.** The better you interact with others, the more likely others are to help you.
- **Practice courtesy and use it liberally.** “Thank you,” “Please,” “May I,” and “Let me help you...” Add refinement to your image.
- **Prepare yourself to respond to “Tell me about yourself.”** This is your opportunity to demonstrate your verbal skills on a subject you know best – you! Take the time to talk about your interests and activities that support your fit for the position.
- **Make reliable primary and secondary transportation plans in advance.** Employers prefer to know that you have a “What if” arrangement in case you need one.
- **Avoid speaking negatively about previous employers.** A future employer is rarely impressed by your disregard for your previous employers.
- **Determine your area of specialty, and mention it.** Employers are interested in special skills that make you unique in the workplace.
- **Make continuous small steps towards your career goal.** Reaching a goal is often the result of a long string of small, continuous, and positive steps.
- **Resolve to learn from your failures.** Failures can teach you valuable lessons on your road to success.
- **Find the workplace where you can commit to developing excellence.** Your development of excellence is the truest measure of employment success.

DRESS FOR SUCCESS

When going to a job interview or professional conference, make sure to pay close attention to the detail of how you're dressed. For better or worse, how you're dressed is a part of how you represent yourself in the professional world. Paying attention to the details of your personal appearance and hygiene demonstrates a commitment to detail in your overall personality and work situations.

Remember – you only get one chance to make that first (and lasting) impression!

Women should:

- Wear a skirt or dress that is at the knee or an inch above.
- Wear pantyhose. Without runs – keep an extra pair in your purse if needed.
- Jewelry should be tasteful and minimal. Don't wear more than one – one ring, one pair of earrings, one necklace, etc.
- Avoid chipped nail polish. If you wear nail polish, use one neutral color for all nails and avoid designs.
- If you wear make-up, wear moderate make-up. No blue eye shadow or bright red lips – select neutrals that compliment your features and make you feel confident.
- Wear clean & unscuffed heels that you can confidently walk and stand in. If you cannot wear heels, wear flat dress-shoes.
- If you carry a purse or wear a belt, it should complement your outfit.

Men should:

- Always wear a dress shirt, tie, and jacket. Do not remove your jacket during the interview.
- Be clean shaven or have a neatly groomed beard or mustache.
- Hair should be neat and combed.
- Wear clean and matching socks. Your socks will be visible when you sit down, and they should be long enough to cover your legs when you cross your legs.

Some things are universal!

Both men and women should:

Select clothes that are clean, pressed, and well-fitting.

Select clothes, including shoes, that are comfortable to sit, walk, and stand in.

Select clothing that is conservative, classic, and “2 steps” above what is expected daily on the job.

Avoid perfume or cologne.

Have clean and neat nails.

Think minty fresh breath – freshly brushed teeth and mints.

Avoid chewing gum.

Bring a copy of your resume (or two).

Bring a pen and notepad for taking notes.

Use good posture and poise – appear confident, even if you don't *feel* confident.

Smile.

Turn off any cell phones or other devices that could disrupt an interview.

Always shake someone's hand when being introduced.

Arrive early (10 to 15 minutes) – do a trial run if you are not familiar with the area or transportation routes.

Think carefully about accepting a beverage during an interview – you don't want to fiddle with a water bottle or accidentally choke because you're trying to talk and drink at the same time.