

## What you should do Before the interview:

### A. Research the Organization

Research the company with whom you are interviewing. Nothing impresses an interviewer more than a candidate that knows about the organization. It shows that you have initiative.

### B. Be punctual

Get there on time. The importance of punctuality can not be stressed enough. Plan to arrive about 15 minutes early. It shows your regard for the interviewer's time. If you have to wait, use the time to go over your notes.

### C. Dress Professionally

It shows that you cared enough about the interviewer and the organization to present yourself in a professional manner. **Here's How:**

- Wear a solid color conservative suit with a coordinated shirt or blouse
- Wear moderate shoes
- Make sure your hair is well groomed and neat
- Don't overdo the perfume, makeup, cologne or after shave
- Limit your jewelry
- Make sure to try on your outfit BEFORE the day of the interview

#### Tips:

- Your clothes are your image, check the mirror and see what others see
- It is better to be overdressed than underdressed

### **Practice. Practice. Practice.**

Practice makes perfect. All the information that you would have obtained about successful interviewing would be wasted if you do not practice. You can know all the questions the interviewer will ask but if you do not practice, it would be as if you did not. Have a friend go over the questions with you until you are able to answer them promptly without stuttering.

## What you should do During the interview:

### A. Give the interviewer a firm handshake

Give the interviewer a firm handshake, even if the interviewer is a woman and you are man. Nobody likes a limp handshake but by the same token do not take the person's hand off either. While shaking, introduce yourself keeping eye contact at all times.

## **B. Smile**

Nothing is worse than an interviewee who looks depressed or indifferent. Would you want to work with someone who is always depressed?

## **A. Maintain Eye Contact at all times**

You are confident about yourself and your capabilities. Relay that. Do not stare out of the window or fiddle with your pencil. The interviewer is talking to you or you to him. Be attentive.

## **C. Speak Clearly**

Do not mumble your words. It portrays a lack of confidence.

## **D. Respond to your interviewer**

If they make a joke, smile to acknowledge that one was made, even if it was not funny.

## **F. Listen before you answer questions.**

Make sure you have understood the question. If you do not, ask him to clarify it. Take a second, then answer.

## **G. Give brief answers**

Answer promptly and intelligently. However, when asked yes or no questions, elaborate.

## **H. Complete the application thoroughly**

For salary requirements put negotiable, unless specified not to do so. Then put the salary range for your profession with your experience.

## **I. Ask the interviewer questions**

Even if he does not ask you "Do you have any questions," ask him anyway.

## **J. Thank the interviewer**

Be sure to thank the interviewer for his time.

## **What you should do After the interview:**

### **A. Thank the interviewer in writing**

Send the interviewer a formal thank you.

## **What you should Not do at all:**

It may be obvious to some, that most of the things you should not do are the opposite of what you should. However, some people need reinforcing.

### **A. Be dishonest**

If an employer asks "Do you know about ....?" and you do not, say No. If you say yes, the next question is almost always "Tell me about it."

**B. Chew gum during the interview**

It's tacky and inappropriate. I would recommend that you do not before the interview either.

You may forget to remove it.

**C. Smoke**

Do not smoke prior to the interview.

**D. Refuse a job offer in the interview**

Don't ever refuse a job offer until you have had the time to think about it. It may be the only one you get.

**E. Ramble**

Make sure your answers are short and to the point.