

Interview Tips

Dress Professionally: Yes presentation counts, you are trying to make a good first impression. **Dress for Success! Remove and face or tongue piercing.**

Show Up Early But Not Too Early: While you should give yourself plenty of time to show up for your interview showing up thirty minutes early just isn't good business. A good rule of thumb is to show up ten minutes early for your appointment.

Show Up Alone: Don't bring family, friends or children to an interview.

Cell Phones off: Make sure it's off, double triple check!

Attitude: Have A Good Attitude. Be polite, excited and energetic. Remember to smile and keep good eye contact not only to your interviewer but also to the receptionist.

Be Honest and Keep It Business: Don't share too much personal information. Sometimes individuals want to share too much especially if it's a sad story. Try to keep it business, same with your resume.

Be Prepared: Know the Company and why you want to work there. Research the company and be knowledgeable.

Bring Resumes and a notepad. Your interviewer(s) will likely have a copy of your resume but bring spares. It shows you're prepared and serious about getting the job. Very few people bring a notepad with them to a job interview. It's a very subtle thing that makes you stand out. Take notes when appropriate.

Profiles to private: If you don't think interviewers Google you or look you up on Facebook or MySpace, you're wrong. Hiring managers do this "to weed out people who wouldn't be a good fit in the company's culture." Set your profiles to private.

Don't make jokes: Too many people think they are funny when in reality they're not. A job interview isn't the place to test your material. Be friendly and outgoing, save the jokes.

Don't badmouth a boss Bad mouthing a previous boss in a job interview is a huge negative. They may have been the worst boss in the world but expressing that in a job interview is a huge mistake.

Don't flirt with the interviewer: Common sense but apparently needs to be stated.

Don't play with your face/hair Interviews can be a nervous experience but rubbing your chin, twirling your hair, or anything else along those lines makes you look like you're lying or lacking confidence, both not good.

Don't walk in smelling of cigarettes or overloaded with perfume.

Less is more Some things are better left unsaid.

Maintain good eye contact Staring at the floor, ceiling, or wall when speaking or listening makes you appear disinterested. Again, simple and obvious but happens way more than you'd think.

Have accomplishments Be prepared to talk about something that you're proud of accomplishing, whether professionally or personally (or a failure and what you learned from it).

Ask Questions At the end of the job interview make sure you have some questions to ask. If the interviewer doesn't offer you a chance, ask to ask. Again, it reinforces your strong interest in the job.

Send a thank you note. It's easy to send an email but take the extra effort to mail your interviewer a hand written thank you note. It reinforces your interest in the job. It doesn't need to be long, just make it sincere.