

Tips for Interviewing



Before the interview:

- Complete the application in your own handwriting.
- Learn about the company in advance.
- Try to think of how you will fit into the job and what abilities you have to offer the company.
- Be prepared to ask any questions you might have. It might be wise to write them down in advance and take along the list.
- Be dressed appropriately: Dress up!
- Be sure you are on time for the interview.
- Have confidence in yourself. Put your best foot forward.

At the interview:

- SMILE!
- Shake hands. “How do you do? I’m”
- Try to relax and be pleasant.
- Don’t criticize a former employer.
- Maintain good posture.
- Think before you speak.
- Use eye contact. Look at the interviewer when talking.
- Answer questions completely; do not give just “yes” or “no” answers.
- Show enthusiasm and interest in the job and company.
- Ask about career opportunities. If you want to get ahead, ask what should be done to qualify for additional responsibility in the future. Don’t discuss salary and benefits first.
- Sell yourself. Don’t dwell on your weaknesses.
- Shake hands when leaving. “Thank you for your time and consideration. I have enjoyed meeting you. I have enjoyed our discussion.” Ask for the job!

Summary:

A candidate considered for employment is evaluated by:

- Appearance, demeanor, speech, dress and the impressions created;
- Educational achievements and record (supplemented by tests, if appropriate);
- The overall interview – preparedness, response and reactions to questions; depth in answering direction questions; logic and ability to communicate.

An applicant who does well in all of the above categories has an extremely good chance of being hired.