

Interview Tips Things to Consider

- Dress for success – Wear business attire. Solid colors, black, navy and brown are best. Wear a pant/skirt with a matching jacket if available.
- Be sure your nails are well groomed.
- Check your shoes for scuffs.
- Wear appropriate jewelry for an interview – conservative is best.
- Be sure your make-up is applied for day-wear and the neckline is appropriate for a professional business interview.
- Have hair neat and pulled back if long.
- Visit the restroom before the interview or in between interviews if it is an all day process.
- Make good eye contact at all times during your introduction and during the interview.
- Take this opportunity to sell yourself—keep focused and do not let any information you hear during the interview affect your “game face”.
- Use common sense—be aware of the audience and surroundings from the moment you walk in the door until you leave.
- Listen to each question carefully and ask them to repeat the question if you need clarification.
- Demonstrate good body language—don’t fidget or tap your foot, appear positive and enthusiastic.
- Get business cards or contact information from everyone you meet.
- Write a handwritten thank you note ASAP.
- Do not come across as overconfident; it could come across as cocky. Be humble when appropriate but do not be afraid to brag on yourself.
- Do not make up an answer or let on that you have greater skill in an area than you do.
- Be sure to turn off a cell phone or beeper during the interview.
- Be sure to have a back and forth conversation during the interview. Listen when appropriate and answer questions thoroughly.
- Do not chew gum during the interview.
- Do not talk negative about your current or former company including bosses, peers, company culture etc...