

Interviewing Tips

Before arriving for the interview/Do Your Homework:

Research the company: The Internet is a great source of information. Go to the company's web site, industry sites, news sites, etc. to gather information about the company you are interviewing with.

Prepare questions: Make a list of questions regarding the position, the company's goals, the specific department goals, what the expectations are, how you will contribute to the company, etc.

Know your answers: Be prepared to answer questions regarding your skills and experience. Do not bring up the topic of salary but be prepared with your salary expectations.

Dress appropriately: Always dress conservatively to an interview. Even if you know the company dress code is casual, you should always present a professional appearance.

During the Interview :

Body language: Always extend your hand for a handshake when meeting the interviewer. Maintain good eye contact and body language. Do not slouch, lean on the desk/table, lean back on the chair, glance around the room, etc. Do not chew gum, smoke or use slang during the interview.

Be prepared: Always bring a pen/pencil, notebook, extra resumes and a reference list. Be prepared to take notes and provide additional information if requested.

Questions: Answer questions honestly. Do not say anything negative about your previous employers. Give examples, when appropriate, of achievements.

Closing the interview: At the end of the interview, ask the interviewer for their business card and thank them for their time.