

## **INTERVIEW TIPS FOR JOB SEEKERS**

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- **Research:** Be familiar with the company with whom you are interviewing. Do research on their industry, revenue, number of employees etc. Access the company website.
- **Practice interviewing:** Ask a friend or family member to practice interviewing with you, including your handshake, which should be firm but not too hard.
- **Get directions and plan your route:** Find out exactly where you're going for the interview, how to get there and about how much time it will take you.
- **Dress professionally:** Conservative clothing is best. Navy blue or black suit is appropriate.
- **Bring supplies:** Take an extra copy of your resume to the interview along with a pen and a small notebook in case you want to take notes.
- **Be on time:** Get to the interview about 10 minutes in advance.
- **Make an eye contact:** If you're uncomfortable looking directly into someone's eyes then look at their forehead.
- **Speak clearly:** Remind yourself to slow down when you talk and say each word very clearly.
- **Look interested:** Stay focused on what the employer is saying, if you look bored or are caught off-guard then they won't think you'd make a very good employee.
- **Ask questions:** Listen to what they say and think about what questions you can ask (about the company, the job, etc.) Interviewers take your asking questions as a sign of interest.
- **Don't discuss salary on the 1<sup>st</sup> interview.**
- **Thank them for their time.** Make eye contact and shake their hand again. Thank them and tell them that you're looking forward to hearing from them.
- **Send a thank you letter.** Within 24 hours after your interview, you should send a thank you letter.

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Source: Careerxchange Knowledge Center. "Interview Tips", 12/19/2006.