

15 QUICK INTERVIEW TIPS

BEST PRACTICES FOR A GREAT INTERVIEW

1. Show confidence by giving a firm handshake, making eye contact, and smiling.
2. Learn your interviewer's name and use it throughout the interview (use proper names, e.g. Mr. Smith, unless they give you permission to use their first name). Research him or her on LinkedIn so you know a little bit about their career and role within the company.
3. Treat everyone you meet (including the receptionist) with the utmost kindness and courtesy.
4. Research the company prior to the interview and come prepared with questions.
5. Don't be afraid to ask for clarification if you don't understand a question.
6. Offer thorough answers, but don't repeat yourself or get bogged down in unnecessary details.
7. Complete the **Post Interview Assessment** (Interview Skills II) immediately following the interview.
8. Write a thank you note to each interviewer, and drop it in the mail within 24 hours.
9. Be honest and truthful about your past experiences and qualifications.
10. Maintain good hygiene, cover any tattoos, clean off any animal hair from your clothing, and don't chew gum, smell like smoke, or wear heavy cologne or perfume.
11. Turn your cell phone off or leave it in the car. If you are expecting an urgent call for a life-or-death situation, inform the interviewer that you may need to accept a call before the interview starts.
12. Keep your comments about past employers or colleagues positive and congenial.
13. Sit upright and demonstrate proper posture. Lean in to show interest.
14. Wait to talk about salary and benefits until the employer brings it up.
15. Thank the interviewer for his or her time and shake their hand when exiting.