

## **JOB INTERVIEW TIPS**

Congratulations!!! You have landed an interview. Now you have an opportunity to impress the employer in person. The following tips are to help you to leave the right impression.

### **Before The Interview**

#### **Company Research**

Research should always be your first step. Find out as much as you can about the position and the company. This can be done in many ways: telephone the receptionist and ask for copies of company brochures, review the company's web site and even Google the company to see what other information is available online. You will need to be prepared to answer the questions "What do you know about our company"? and "Why do you want to work here?" Knowing as much as possible about the company can make your interview more interactive.

#### **Practice**

Practice answering interview questions and practice your responses to the typical job interview questions most employers ask.

#### **Look the Part**

First impression counts! Make sure you dress professionally in conservative clothing and appropriate shoes. Avoid strong or 'loud' colors, excessive jewelry, make-up or perfume/cologne. Even if the office is casual, you should dress in business attire. Do not chew gum or smoke.

#### **Be On time**

Don't be late! There is no worse way to begin an interview. Allow extra time for traffic and parking. On time means ten to fifteen minutes early. When you arrive for your interview, greet the receptionist and let him or her know why you are there. You will be showing your interviewer that you value his or her time.

### **Avoid Distractions**

Leave the gadgets at home or turned off in your bag or briefcase.

## **During The Interview**

### **Body Language is Powerful**

Greet your interviewer with a handshake. Use your body language to show interest, use eye contact, keep a warm, natural smile and sit up straight with both feet on the floor, don't slouch. You should also control nervous habits such as fingernail biting and giggling. These can help you overcome nervousness; develop a personal rapport and projects confidence.

### **Watch Your Grammar**

Use proper English and avoid slang. Speak clearly and enthusiastically about your experiences and skills.

### **Answer Questions Calmly**

Try to relax and stay as calm possible. Listen and pay attention to the entire question before you answer. Ask for clarification if you're not sure what's been asked and remember that it is perfectly acceptable to take a moment or two to structure your responses so you can be sure to fully answer the question.

### **Show What You Know**

Try to relate what you know about the company when answering questions.

### **Be clear about your strengths**

You're almost certain to be hit with questions pertaining to your strengths and weaknesses. Know your strengths and emphasize those that relate specifically to the position for which you're being considered.

## **Emphasize What You Can Do For the Organization**

At the end of the interview, you would be asked “Why should I hire you?” At this point you should emphasize your skills. Focus on your ability to tackle new situations, your communication skills, interpersonal abilities, analytical thinking talents, and other skills developed while in college or in previous positions.

## **Closing the Interview**

### **Leave a Lasting Impression**

- Ask about the next step in the selection process. Clarifying this information not only lets you know what is happening but also shows the interviewer that you are professional and organized. Ask for the decision date, if possible.
- Express your gratitude to the interviewer for the opportunity you have been given - no matter how the interview went.
- Thank the interviewer sincerely when you are about to leave. Give a firm handshake and make confident eye contact when doing this.