

# Interview Tips

## Before the Interview

- **Write down the details.** Make sure you have written down the time, date, and location of the interview. Be sure to have the interviewer's name and title too. Bring a clean updated copy of your resume for your own reference and one for the interviewer.
- **Do your research.** Use the internet to look at the company's website, Facebook page or LinkedIn page. Google the company to see what other information is available online.
- **Rehearse.** Interviewing is a skill and it takes practice. Be prepared for a behavioral style interview. These are common so research them online and be ready to respond appropriately in a behavioral interview setting. Talk to friends and family about your interview and let them ask you a few questions and give you feedback.
- **Dress Properly.** The first impression is a lasting one. Regardless of the dress code in the office always arrive professionally dressed for an interview. Make sure your clothes are neat, clean and appropriate.
- **Early is on time, on time is late.** Arrive 15 minutes early to the interview. If possible, drive the route you will take to the interview the day before so that you are sure where you are going.

## During the Interview

- **Be attentive and engaged.** Body language will say as much about you as your answers. Sit up straight and pay attention to the speaker and engage with them. Don't sit back with your arms folded like you don't want to be there. Turn off your cell phone or put it on silent. Whatever you do, do NOT answer it.
- **Speak confidently.** To be a great candidate for a company you need to prove it. Speak confidently about your background and experience and show them that you are truly interested in their business. Remain positive during the interview.
- **Practice your elevator pitch.** You will be asked "Tell me about yourself" so make sure you know your own answer. It is okay to be proud of your accomplishments but don't try to make yourself sound perfect.
- **Take your time.** Take time to think of a good example rather than giving the first response that comes to mind. Short silences are expected.
- **Don't be negative.** Whatever you do, don't badmouth your previous employer. This will make the interviewer think that you have a negative attitude or you will feel the same about them.
- **Ask questions.** Prove to the interviewer that you are interested in their business. Ask questions about their company, about the job and about the future.

## After the Interview

- **Thank the interviewer.** End the interview with a thank you and reiterate your interest in the position.