



Serious job placement.

INTERVIEW TIPS

Before the Interview:

- Know what your resume says; review your employment dates and your responsibility content.
- Practice sample interview questions. Know in advance the key points about yourself that you want to project and practice saying things where you might be able to present your key points
- Educate yourself on the company you are interviewing with. Most companies are on the internet, which is a good source for your research.
- Review directions to the company. Take a practice drive through the route so you know where you are going.
- Prepare to present yourself well – have your interview clothes dry cleaned, if necessary; get a haircut, etc.

At the Interview:

- Arrive 10 minutes early. It allows you time to relax and prepare yourself before meeting the interviewer.
- Be courteous to the receptionist. Their impression of you may be reported later to the interviewer.
- Bring an extra copy of your resume to present to the interviewer.
- Remember your key points and try to bridge them in with questions the interviewer asks. First and foremost answer the question the interviewer asks; it is bad form to launch your own agenda in the interview.
- When answering questions, use "I" instead of "we".
- Speak well of your former employer(s) and supervisor(s). The interview is not the place to complain. If there was animosity between yourself and your superior, state it as simply as possible without giving a lot of detail.
- Make direct eye contact with the interviewer.
- When answering questions, use the CAR method: **C**ircumstance, explain it and provide background; **A**ction, describe what steps you took; **R**esults, describe what occurred because of your actions.
- Have a couple of good questions ready to ask about the company when the interview allows you the chance. Don't ask the interviewer about compensation and benefits in the first interview.
- Thank the interviewer for his/her time in seeing you and ask what the next step will be. It's okay to ask when you might be hearing from them again.

After the Interview:

- Send a thank-you card to the interviewer, stating again that you enjoyed meeting him or her and reiterate your interest in working with their company.
- Ensure that the thank-you card is sent on the same day, or at the very latest, the next day.
- Contact your interviewer if you haven't heard from them in the time frame they had stated at the end of your interview.