

# Tips for a Successful Interview

"People will forget what you said, people will forget what you did, but people will never forget how you made them feel." - Unknown

**Here are a few tips to put you at the forefront of the interviewer's call back list:**

## Research

- As soon as you know the interview date and time is secured, visit the company's Website. Read the company's Mission Statement to get a better understanding of the company's philosophy. Read through and study the kinds of products or services they sell, what departments and locations they have, and even what recent articles they have listed in their daily newsletter.
- If you want to stand out in an interview; being knowledgeable about the company shows you are really interested in working there.

## First Impressions

- It is always said that you only have one chance to make a good first impression, so let's do it right the first time!
- Employers expect employees to arrive on time to work, so it is important that you **BE ON TIME** for your interview, better yet, fifteen minutes early.
- Whether you are interviewing in an office or industrial setting, the best rule of thumb is keep it **NEAT, CLEAN AND SIMPLE**.
- Be sure to avoid excessive jewelry, perfume and flashy clothes.

## Interview Etiquette

- The first action upon meeting the prospective employer should be to extend your hand for a firm handshake, introduce yourself and thank them for the opportunity to interview with them.
- Relax and understand that you are at the interview. Your resume or previous telephone conversation has brought you to this point in the interview process, so be confident,
- If you are nervous, turn your fears into excitement about having this opportunity to present yourself.
- Speak with the interviewer, not at the interviewer. Be polite and be sure not to use street slang.
- Stay positive. Your past employment is behind you and this new opportunity is in front of you, so avoid making negative remarks about any previous job, employer or job tasks. It is the experience you received from those previous jobs, employers and tasks that gave you the chance for this new opportunity. So focus on the positives.
- Remember, employers want to hire someone who is enthusiastic and able to meet and deal with challenges. Make your previous experiences work for you, whether they were good or not so good!

## Don't Be Afraid To Ask

- Based upon the research you have already completed, ask additional questions about the business, the requirements and the expectations of the position for which you are interviewing.
- This is not a chance for you to interview the interviewer, but a chance to ask some additional questions you may have prepared during your initial research.
- Remember, potential employers want to know that you are truly interested in the position and the company at which you are interviewing.