

# EIGHT GUIDELINES FOR PREPARING FOR THE INTERVIEW

## 1. BE PREPARED

- Anticipate possible questions and practice answers to each of them.
- Research- know something about the company before the interview.
- Prepare (3) questions to ask in the interview.
- Get a good night's sleep before the interview. Review your research.
- Get up in time to shower, dress carefully, and get your papers together.
- Leave for the interview with plenty of time to get there. Know where you are going and how to get there.

## 2. LOOK GOOD

- Go to the interview neat and clean.
- Dress conservatively and comfortably.
- Avoid heavy makeup and trendy or flashy clothes or jewelry.

## 3. BE PUNCTUAL

- Arrive 15 minutes ahead of schedule.

## 4. BE AWARE OF BODY LANGUAGE

- Offer a firm handshake.
- Stand or sit erect but comfortably.
- Sit down only after offered a chair.
- Lean forward in your chair and relax.
- Don't fidget.
- Use eye contact, but don't stare.

## 5. CARRY A PORTFOLIO

- Show the interviewer that you plan ahead.
- Bring all necessary information:
  - pad of paper and a pen
  - a copy of the application form
  - samples of work (if appropriate)
  - your questions to ask the interviewer,
  - any correspondence from the company
  - your resume and references
  - letters of recommendation
  - your notes on the company
  - identification card with photo

## 6. BE ENTHUSIASTIC

- Have an absolutely positive attitude in the interview.
- Be friendly, not casual.
- Don't be negative about anything.
- Sell yourself- the difference between bragging and self-confidence is enthusiasm.
- Use eye contact and voice expression to your benefit.

## 7. SAY THANK YOU

- At the end of the interview
- Follow-up with a brief thank you note that reviews points brought up in the interview and adds ideas you forgot to mention.

## 8. SMILE

- Don't grin, but smile as you would in any conversation.