

Interview Tips

It is important to make the most of any interview. The purpose of an interview is to present yourself as a good choice for the position you are applying for. To be sure that you are giving a good interview, be sure that you are prepared. Here are a few tips to

1. Research the company thoroughly to get a good idea of their background. Work this information into the interview to show how serious you are about the position. In the case of a program interview, be familiar with the school and the program.
2. Practice answering questions. Get a friend or family member to pretend to interview you or practice your answers in front of a mirror.
3. Make a list of strengths and weaknesses in relation to the position you are applying for. If asked for these during the interview, present weaknesses that could appear as strengths. Ex. Working too hard, too involved in the job, always staying late, and taking work home.
4. Wear suitable clothing related to the job/position you are applying for. Try to follow the dress code if you know what that is beforehand. No matter what you wear, make sure it is clean, free of holes or tears or stains, missing no buttons, and not wrinkled.
5. Prepare several questions that you can ask during the interview to prove interest in the position.
6. Go to bed early the night before the interview and get a good night's rest. Everything

Follow these tips to succeed once you are at the actual interview:

7. Allow extra time in getting to the interview in case of unforeseen circumstances such as heavy traffic or an accident. Arrive early. Be sure you have the correct phone number to call if you cannot be there on time and tell them why.
8. When meeting your interviewer, give a firm handshake, polite and enthusiastic greeting, and smile.
9. During the interview, be sure to make eye contact, smile and nod your head. Don't be afraid to take notes for later reference.
10. Be aware of your body language. Don't slouch, cross your arms, or look uninterested.
11. Listen to the information and questions carefully. Nothing makes a bad impression that making the interviewer repeat sometime again and again.
12. Think before you speak. Concentrate on what you want to communicate in your answer and speak with confidence.
13. Don't lie or exaggerate about anything either on your resume, application, or during the interview. It is grounds for immediate dismissal when the falsity is discovered.