

Interview Tips:

Pre-Interview

1. Employer 101. Educate yourself on the company you are interviewing for. What goods/services/products do they provide/make? What is the company history? Where do they conduct business? What other industries are they linked to? Why is it important to know this? Speaking to an employer about their own company shows them:
 1. You have a vested interest in the company; you want to make a commitment to be there.
 2. You are resourceful and professional.
 3. You are a self-starter and show good initiative
 4. You have a grasp on the industry and the company's role in it.
2. Are you connected? If you networked through a friend, family member, etc. to get this interview, be sure to touch-base with that person and discuss the interview and position. Be sure to mention your networked friend during the interview.
3. Resume, Cover Letter, References, Portfolio... Be sure to ask what you need to bring with you to the interview.

Interview

1. Dress professional. It's always better to be overdressed for an interview, rather than underdressed. Business suits, ties, be well-groomed and shaven, etc..., be presentable and look sharp!
2. Don't worry, be happy. Smile, relax and show enthusiasm, this shows the employer you are excited about this potential opportunity.
3. Resume, Cover Letter, References, Portfolio... Be sure to always bring an extra copy of your resume with you to the interview.
4. Honesty is the best policy. Have you been asking yourself over and over... "What if I give the wrong answer?" ... well, don't worry yourself. All you can do is be honest in your answers. Employers know if you're trying too hard and you come across awkward during the interview if you do so. So don't worry about giving the "right" or "wrong" answer, just give the answer you know naturally.
5. Stand tall. Have confidence in yourself! Go into the interview with the mind-set that you are a potential asset to the company and they would be fortunate to have you. Do so not in an arrogant manner, but rather a persona that shows the employer you have the pride and drive in yourself to perform well and be proud of your results.
6. Show interest, write it down.
7. What about... Be sure to have questions prepared to ask those interviewing you. What do you ask? Well, what would you like to know about? Benefits? The company's future? Advancement opportunities? Time off?
8. Thank you. Be sure to thank all those involved with the interview for their time and consideration on your behalf.

Post-Interview

1. What happens now? Be sure to take notes during the interview. Ask your interviewer (if they have not already given you this information) what the next steps are. Will they contact you? Are there any other steps you need to complete in the application process? Be sure you do not leave the interview with any unanswered questions.
2. Thank you. Be sure to send a follow up letter (or make a follow-up phone call) thanking the company for their time and consideration on your behalf.
3. Homework? If the employer gave you any tasks to complete post-interview (completing forms, drug-testing, etc) that must be completed, be sure to complete these tasks ASAP. If you have questions, do not make assumptions, ask the employer.

What NOT to do

1. Dress unprofessionally. Be clean and conservative in your attire and appearance.
2. Arrive late to the interview.
3. Speak unprofessionally. Avoid speaking negatively about previous employers, etc... or anyone at all for that matter. This will reflect negatively on your character and would not increase your chances of being hired for the position.
4. "Pad" your qualifications. Honesty is the best policy, be sure you avoid overstating your actual qualifications. Should you do so, your employer will eventually discover your shortcomings upon employment.
5. Talk too much or leave a question unanswered. Be sure you pay attention and listen carefully to the questions being asked. Once you are asked the question, answer it completely and avoid changing subjects. This shows the employer that you can follow instructions and pay attention to necessary details.