



Interview Tips

1. Know yourself and your resume: be prepared to talk about your skills (including transferable skills), abilities, strengths, education, experience, personal characteristics and goals.
2. Research the company to which you are applying. Review its website to get a sense of the company structure, its mission statement and who you might be working with.
3. Anticipate the kinds of questions you might be asked during the interview and practice your interviewing skills ahead of time in order to get feedback. Look at each interview as an opportunity to hone your skills rather than focusing on whether you are offered the job or not.
4. Dress appropriately for the interview. For women, keep jewelry and makeup to a minimum. For both men and women, avoid the use of heavy scents of any kind.
5. Arrive 15 minutes early to an interview with all the materials you need—a career portfolio if applicable, extra copies of your resume, a list of your references, etc. Remember to turn your cell phone off.
6. Be polite and respectful toward anyone you meet in the building. Make a good first impression with an interviewer by making eye contact, smiling and saying something to break the ice. In the interview room, wait or ask to be shown where to sit.
7. During the interview, be friendly, courteous and professional. Use good body language such as eye contact, leaning in, and speaking passionately etc. to show your enthusiasm for the position and/or company.
8. If there is more than one interviewer, make sure you alternate eye contact with and address all of them during the interview to make sure each person feels included in the discussion.
9. Listen carefully to each question and do not hesitate to have an interviewer repeat something you did not understand or to ask that a question be posed in a different way.