

## Tips For Interviewing

- Identify your basic interview wardrobe and keep them clean, neat & ready at all times
- Keep an interview folder to bring on interviews to include reminders of previous experience; reminders about your skills (see me for a descriptive word list); notepaper
- Bring to the interview the name of the person you are meeting; address with directions; comb; tissues; breath mints
- Know where you are going in advance
- Allow plenty of time to get there considering the time of day you are going to travel (rush hour; middle of day)
- Arrive a little bit early, not just on time and NEVER late
- Make sure you can be reached and that your message when voice mail is reached is appropriate
- Dress for success: Boys = solid colored dress slacks (khaki); solid colored button down dress shirt; dark shoes in good condition; well groomed; no jeans, t-shirts, sweatshirts, tennis shoes, hats, bright colors or bold prints  
Girls = solid colored slacks or casual skirt; conservative shirt or sweater; shoes with flat or slight heel in good condition; well groomed; don't wear jeans, shorts, t-shirts, sweatshirts, hats, tennis shoes, bright colors, bold prints, clothes that are too tight or too revealing, too much make up, perfume or jewelry (less is more)
- Know what you have to offer (see Mrs. Hughey for a list of descriptive words to sell yourself)
- Never take anyone with you to an interview
- Allow for as much time as needed ~ never have a need to leave before the employer is done
- Greet & shake hands with a strong, enthusiastic, firm handshake ~ don't forget eye contact!
- Be aware of your body language and try to sit calmly without fidgeting
- Be prepared to answer questions enthusiastically (don't make them pull information out of you) ~ tell the employer what they want to hear about you, volunteer information they have not asked for! Sell yourself!
- Do not criticize former employers or co-workers
- Do not discuss personal, domestic, or financial issues unless you are specifically asked. Only what relates to the job
- If the employer asks you to follow up, make note of this and follow up immediately
- Thank the employer for their time and shake hands when leaving. Ask when a hiring decision will be made. Let the employer know you want this job very much and have a lot to offer their business.