

INTERVIEW TECHNIQUES

1. Dress appropriately! You want to be remembered for your qualifications, not for your unusual attire.
 - Wear neat, clean, and pressed clothes
 - Make sure you have washed your hair and brushed your teeth
 - Girls - nice pants, shirts, skirts, dresses, suits, clean shoes
 - Guys - nice pants, shirts, ties, clean shoes
 - Remember, you are what you wear
 - Do not wear strong perfume/cologne
 - Do not wear excessive accessories - jewelry, piercings, hairstyles, etc.
 - NO GUM!!!!!!!
2. Be punctual (15 minutes early)
3. Don't miss the appointment. However, call interviewer if you cannot make the appointment.
4. Take resume/job application
5. Prepare a list of questions to ask interviewer
6. Know something about the company
7. Introduce yourself
8. Body Language - What we say with our bodies - eyes, hands, eyebrows, facial expressions, walk - often comes out louder and clearer than the words and sentences we choose.
9. Manners/Gestures
 - Be Pleasant - SMILE!
 - Direct Eye Contact
 - Firm Handshake
 - Nodding - Confidence
 - Stand/Sit Up Straight
 - Don't tap fingers, chew gum, play with hair, mumble, look at watch
10. SELL YOURSELF!!!
11. Send a "Thank You" note