

Interview Skills 101

1. Dress for success

- a. Look put together! Suits or dresses may not be necessary, but do not arrive in jeans and a t-shirt! Business casual is typically a rule of thumb!

2. Interview is at 10 Am? Check in by at least 9:45 AM!

- a. Arriving at an interview early shows the employer that you know how to manage your time (and if you happen to get lost, you are still not late!)

3. First impressions last a lifetime

- a. Did you know that you make a first impression within 7 seconds of meeting someone? Keep this in mind when being greeted by a receptionist, meeting other employees, and the interviewer!

4. Your cell phone? Yeah, it better be silent!

- a. No employer wants to hear your phone vibrate or chime during an interview. Make sure it is silent! *Be sure to also turn off any alarm you may have set during your interview time!*

5. Prep yourself for different questions

- a. Review with yourself your answers to questions such as. "Why would you be a good fit" "Why attributes make you a strong candidate" "what are some of your weaknesses that you have yet to improve on" "why does this job interest you"

6. Follow up, follow up, follow up!

- a. ALWAYS send a handwritten thank you card (or email) to thank the interviewer for their time to meet with you! Pro tip: also include why you would love to work for the company!