
You only have **ONE** Opportunity
to make a first impression!



Dressing for Success

You only have ONE Opportunity to make a first impression.

Regardless of the position you are applying for (unless specifically instructed to do so beforehand)

Dress as if you are applying for the top position in the company.

- First impressions are priceless and lasting.
- Please iron your clothing.
- An interview is a professional meeting.



Your choice of clothing shows you care about your appearance and regard this interview as important.

**Tip: Invest in one nice, dark suit (navy or black)- ladies and gentlemen.
You can always change out the blouse or shirt.**

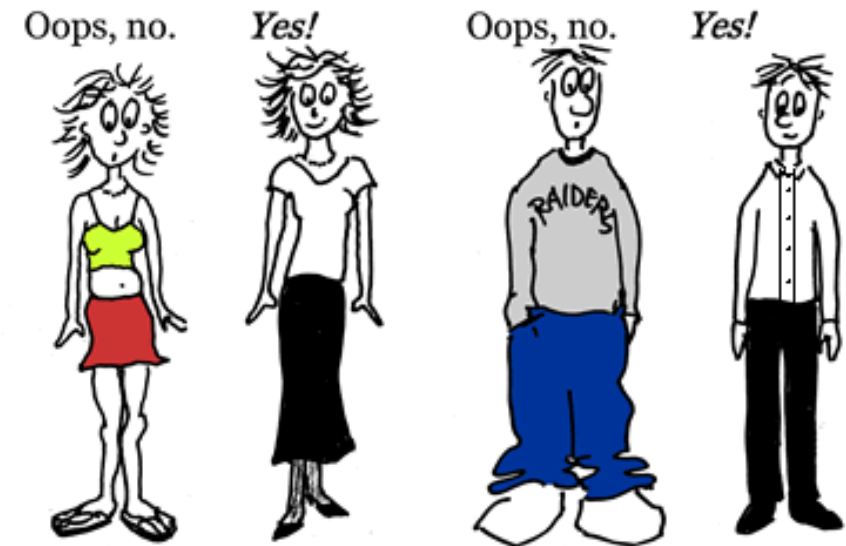
I Can't Wear That?

- No Throwbacks or Tanks
- No Shorts, Jeans, or Capris.
- Ladies: No Midriffs, Tube Tops, or Low Cut Blouses

Tip: Looks good at the club but quite distracting in the interview process.

- No Jogging Suits.
- No Sagging Pants.

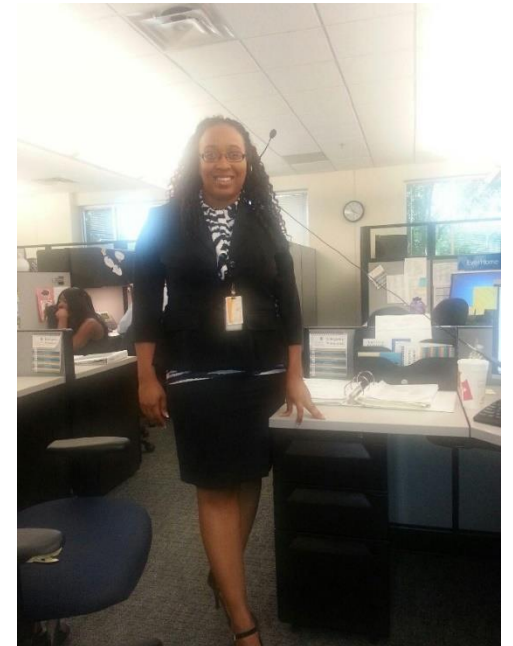
Tip: If you need a belt, Wear a belt.



ONE OPPORTUNITY



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I REPEAT: “YOU ONLY HAVE **ONE OPPORTUNITY** TO
MAKE A FIRST IMPRESSION”



Hair Matters



- A nice, conservative style always works.
Hair **should not** be a distraction.
- No HATS! You may love your school skull cap and you want to support your school but unless you are auditioning to play football, leave it in your car or on the floor beside you.
- If you wear a hat, please take it off **before** you come in to the interview room so you can rearrange your hair **before** the interview starts.
- If you have facial hair, please shave it neat.

Minimize Jewelry and Smells

- For this short period of time, please remove your tongue/nose/eyebrow ring and any other facial jewelry. Otherwise most of the interview will be taken up with “Oooohh... Did that hurt?”
- Make sure the smell of alcohol and tobacco or any other substances are not reeking from your clothing.
- NO SUNGLASSES in the interview. Not on your eyes, on your head, or sticking out of your pocket.

Tip: It may seem minor, but you want the interviewer to focus on you and not your body armor or cologne.



Body Art/Tattoos?



Cover your tattoos for the interview, but be honest if asked about whether or not you have any tattoos.

Be early, Be Early, **BE EARLY!**

- Be early but not TOO early: 15 to 20 minutes is good, an hour is overkill.
- Know exactly where you are going for the interview.
- Do a dry run the day before, if necessary, so you can check out parking and any other obstacles that could be a delay.



Common Thought: If you are late for an interview, you will be late for work.

Oh my... What time is it?

- If you are running late for a **legitimate** reason (*i.e. you stopped along the road to deliver the triplets of a pregnant woman*) then please call and let someone know. A simple phone call can sometimes salvage an interview that otherwise would be cancelled due to tardiness.

Tip: Don't call and say I got lost, or I forgot where I was supposed to go, or just when I walked out the house I forgot my cellphone and I had to go back and get it, or I didn't have enough gas so I had to stop at a service station, or I had to give my dog his medicine..... NOT ACCEPTABLE.

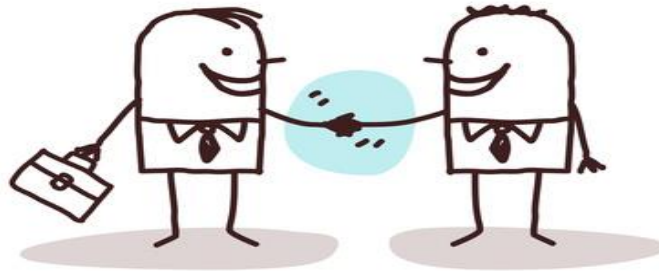
- Come alone to the interview room.

Do not bring your parents, children, boyfriend, girlfriend, best friend, significant other, or your dog/cat.

This interview is an important, professional meeting. Bringing friends makes it seem as if it is not perceived as such.

Tip: If you have to get a ride, ask them to wait discreetly somewhere else.

Greet the Front Desk Person



Be polite to everyone including the person at reception. He or She is usually your first introduction to the company and that person's opinion is generally valued as they are the face representing the company. If you are rude or discourteous to he or she, the company will find out and that could weigh on your selection.

Tip: Know the name of the person you are interviewing with!

If given a job description, read it thoroughly and make any notes of questions you may have or items you are not clear about. This shows not only that you have read the job description but that you are engaged in the process.

Your Resume

- Always update your resume as your jobs and skills change. Be prepared to explain any gaps in your resume or anything that looks like job instability.
- Your resume should be one sheet, clean, sharp, highlighting your strengths- career wise and education wise. Bring your resume. Know your resume. You should only have to review your resume for dates.
Tip: Invest in extra copies. It is not a good idea to say “I only have one copy, can you make extra copies for your company to keep?”
- Your resume in hand should reflect the job that you are interviewing for. Do not give a resume stating you are looking for a sales job in an interview for a police officer.



ATTITUDE IS EVERYTHING

Smile!



A simple smile brightens up your presence and immediately makes an impression.

+ Are you happy to be in the interview? Who wants to work with a grumpy, unhappy person 40 hours a week?

Interview Time!



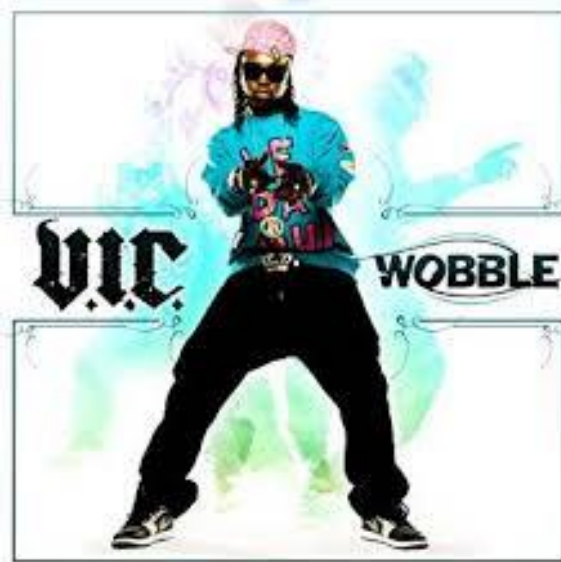
- **Firm** handshake at the beginning and end of the interview
- Make **eye contact**.
- **Don't** chew gum, tobacco, or mints
- Do make sure your cell phone is **OFF**.

Tip: Even vibrate can be noisy in a quiet room (especially if you are popular and get a lot of calls, texts, social media updates, etc.)

- **Remove** any Bluetooth accessory or earpiece.

ONE OPPORTUNITY

TURN OFF YOUR CELL-PHONE: Don't lose the opportunity to interview for \$17 an hour job because your cell phone rings the "Wobble" song.



Body Language!!

- Do sit upright. Don't Slump.
- Be cognizant of scratching, rubbing, and/or any distracting behavior.
- If you are nervous and have a tendency to sweat, admit that up front and bring issue to wipe the sweat.
- Do make eye contact.



I Need to “DO” What?

- **DO** know something about the company.

Most companies have a website.

Almost every company in America can now be found online.

- **DO** BELIEVE IN YOURSELF!!

- **DO** take any openings for general conversation. If there is an opening to highlight yourself on a positive note, take it!



Say What?

Be honest. **Don't** lie. **Don't** over-answer (ex. “Is world round? Yes the world is round. In 1492 Columbus discovered America blah blah blah... and he was wearing a red suit and black hiking boots.”) or under-answer (“Yes, World, Round”) questions. Explain. Give Examples of your achievements and your talents.

Tip: If you don't know it, say you don't know it. Don't try to make up something.

Do not share too much of your personal information, especially the negative.

Tip: Do not talk about your cousin on the run from the law or the time you whacked a former co-worker with a steel rod.

Do sell yourself, stress the positive (leave your drama at home).

You know yourself better than anyone else. Sell You.

If you can't get excited about you, who will???



It's All About Me!?

Rah! Rah! Rah! You are great! You want this job! You can do this job!!!!



- For once, it really is all about you and why you should be hired for this job by this organization.
- Do talk so you can be heard. Don't talk too loud or too soft.
- Do answer questions regarding your strengths and weaknesses.
- Do always ask a question or two. Don't ever NOT ask any questions. It indicates a lack of interest.

Tip: “So what are you looking for in the person you plan to hire for this position?” Affirm that you want this job.

After the Interview

When it's over...

- Send Thank You notes (emails)
- Never leave a negative impression, even if you are not selected for this position.
Tip: Do not say negative things or send nasty emails demanding to know why you were not selected.
- You may always ask in a professional manner by phone or email for any instructions that could help you in future interviews.
- You never ever want to shut the door on future possibilities.



Don't burn a bridge you may need to cross again on the road to your success.

And Another Thing...



- Complete the application in full
- Use spell check
- If it's a paper application, Write legibly
- Let family members know that you may get a phone call from prospective employers
- Make sure to give an alternative number if you may have cell phone issues
- Turn off ring back tones
- Have appropriate social media sites or “Block” settings on

Tip: A prospective employer does not want to see you drinking from a keg, partying, or showing the world your “Vicky/Mickey Secrets”

BACKGROUND CHECK

Most employment opportunities require some type of background checks:

- Fingerprinting Criminal History Background Check
- Driver's Record check
- Physical
- Drug Test
- Alcohol test
- Social Media



You Got the Job!

SHOW UP

SHOW UP TO WORK

SHOW UP FOR THE WORK

READ THE MANUAL OR HANDBOOK

GET TO KNOW THE COMPANY

Do not be afraid to *humble yourself*.

If you are a street sweeper, be the best street sweeper you can be.

Tip: You never know who is watching and what opportunities
can be presented to you as you do your best!

Everyone Starts Somewhere

Don't Despise Small Beginnings.

Sometimes the job you interview for or the job you want is not the job you are selected for. If the job is at a company or organization you really want to work for and it will get you in the door, don't turn down a job on your career path simply because you think it is beneath you.

Never **ever** despise **small beginnings**- it could open the door to the career of your dreams.

We all start somewhere on that climb to the top of our careers.



Never Say *“It’s not my job.”*

**Everything you do in your
work life is an opportunity.
Every new skill is a learning process
and makes **YOU** more valuable!**



Thanks for flying by!



Ms. Chappelle Broome, PHR, SHRM-CP, MHRM, MHRD
Director of Human Resources and Diversity
Columbia Metropolitan Airport

