

# Interview Tips

You've got an interview. Now what?

## Tip 1. Where am I going?

Before the interview know how to get there and how much time it will take. A test drive is always best. Give yourself extra time for traffic and parking. Do not be late! If it is a large building with many offices know where to go and who you are meeting with.

## Tip 2. Look and know the part

Dress properly. It is always best to dress one step above what you would wear if you get the job. Have clothes washed and pressed the day before. Bring extra resumes and examples of your work. Study the job ad and company and have questions ready to ask.

## Tip 3. Body language can speak louder than words

Greet the interviewer with a firm handshake and a smile. Listen carefully to the questions and have good eye contact. If several people are interviewing you look at the person asking the question and answer to the group.

## Tip 4. Those words are important too

When answering questions remember to be truthful but never put yourself down. Stay positive! Explain your experiences and skills and how they relate to the position. Be concise, speak clearly, and don't be a comedian.

## Tip 5. It's finally over

After wiping off sweaty palms and taking some deep breathes evaluate how the interview went. Write down what you learned about the job and company and some discussion points. These may be helpful with follow up phone calls. Also, think about how you interviewed and how you can improve for next time.

## Tip 6. Follow up

Always write a short follow up letter thanking the interviewer and reminding them they can contact you with any questions. If emailed it should be sent later that day or the next at the very latest. Get paper mail sent as soon as possible. Proofread anything you send out! Don't be afraid to call if you have not heard anything in a few days; ask if they have anymore questions and let them know you're still interested.