



Interviewing Tips

Before the Interview:

- Do your homework: Learn about the opportunity that you are applying for, its objectives, etc.
- What can you contribute toward the objectives or how do you feel you would benefit?
- Analyze your own experiences and try to identify specifically why you are qualified for the opportunity.
- Plan to arrive at least 15 minutes early for the interview to anticipate any unforeseen delays. Allow plenty of time to find the building, a parking place, the restroom, and the interview room.
- Avoid extremes in dress. Your appearance should be neat and professional. (Suggest for girls: suit, dress, skirt. Suggest for boys: suit, sport jacket, sweater, shirt with dress pants.)
- Get a good night's rest so you will look rested and feel comfortable.

During the Interview:

- Introduce yourself to the interview team and offer your hand.
- Learn the names of all the people with whom you are interviewing.
- Sit up straight and try to appear somewhat relaxed.
- Try to project enthusiasm.
- Look the interviewers in the eye.
- Look, think, and comment positively; be careful not to mumble.
- Don't chew gum or fiddle with anything such as a pencil or keys.
- Respond to questions directly and clearly. Long answers are not necessarily better answers.
- Smile and be positive about yourself.
- Avoid slang and use good grammar and diction.
- Listen to the questions.
- Smile, nod, give nonverbal feedback to the interviewers.

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