

## Quick Tips for a Successful Interview

1. Don't get there late. Get to your destination about 15 minutes ahead of your appointment to allow time to freshen up and check in between 5 to 10 minutes ahead of your interview.
2. Do be dressed professionally and appropriately for the company you are interviewing with. When in doubt, error on the side of overdressed versus underdressed.
3. Do turn off your cell phone BEFORE you enter the interview room.
4. Do make good eye contact without staring and shake hands firmly but don't crunch the interviewer's hand.
5. Never smoke or chew gum during an interview.
6. Avoid excessive cologne or perfume; don't wear sunglasses and remove any Bluetooth ear pieces.
7. Do remove obvious piercings and cover as many tattoos as possible.
8. Do wait for your interviewer to sit first and don't ask to use the restroom during the interview.
9. Do research the company you are interviewing at on the internet to gain an understanding of their company culture, its mission statement and the position you are interviewing for.
10. Do bring a notebook and a good quality pen. Write down the name of your interviewer(s) so you don't forget them but don't let note taking detract from your goal of presenting yourself as a qualified candidate.
11. Don't lie about or distort prior work experience and never bad mouth a prior employer or company.
12. Do be prepared to answer the basic questions about your qualifications and goals.
13. Don't ask too many questions or, conversely, fail to ask any questions at all.
14. Be prepared to discuss compensation and benefits, but don't bring it up too soon or dwell on either point of discussion.
15. Always come prepared with a well written, printed resume and be familiar with what's on it.
16. Listen carefully to what your interviewer is saying. Don't interrupt him or her, but be prepared to respond enthusiastically and articulately.
17. Do act mature and professional; sit up with good posture, no yawning, nervous laughter or giggling, humming, finger tapping, etc.
18. Don't use slang terms like "you know" or "I'm like" or "whatever..."
19. Do be prepared to describe how your unique skills and qualifications are a great match for the job description you are interviewing for.
20. Don't complain about having to wait, the room temperature, or anything else that might be bothering you during the interview.
21. Don't come across as desperate to land a job, pompous or as a know-it-all; do come across as confident and determined.
22. Be comfortable, but avoid trying to be overly funny, especially if the humor is not politically correct.
23. Don't be regularly checking your watch or the clock on the wall but be mindful of the amount of elapsed time to be sure to speak to your key qualifications before the interview is over.
24. Do remember to ask for the job and get a business card, when available, from your interviewer.
25. Do send a follow-up note one or two days later to thank the interviewer for his / her time and ask that you be given strong consideration for the position.