Ace that Interview!


Learn about the company - Do research. The more you know about the company and job you are applying for the more confident you can be. By finding out information ahead of time you will be able to determine where you will fit. One way to get information might be the company's web site. You can view their information and get a feel for the company. The company may also have literature you can review.

Arrive early - About 10 minutes is early enough. Check out the directions before the scheduled interview. Leave plenty of time on the day of your interview for the unexpected traffic delay. If you carry a cell phone, turn it off.

Have a firm handshake - Regardless if you or the interviewer is a man or a woman have a firm but not too tight a handshake. You don't want to have a feeble or damp handshake. If you are not used to shaking hands, practice.

Address the interviewer by name - This will help you remember it, too. Don't call the interviewer by their first name unless invited to do so.

Wait until you are asked to be seated - Allow the interviewer to offer you a seat. Of course if they don't, ask politely if you may have a seat.

Speak clearly - Do not have gum or candy in your mouth during an interview. You want to be able to speak clearly. Having something in your mouth will be distracting to you and the interviewer. If you are a smoker, avoid smoking at least one to two hours prior to the interview, especially in the age of smoke-free offices.

Communicate positive body language - Have good eye contact. Use your listening skills. Emphasize your qualifications and smile. Project a positive impression of yourself. Be self-assured, not self-important.

Avoid distracting behaviors - Do not handle anything on the interviewer's desk. Do not use exaggerated hand and body gestures. Avoid fidgeting and slouching.

Have questions and answers prepared - Ask meaningful questions. Also, think about what you might be asked and have answers already in mind. Practice with a friend or mentor. If available, tape record or video record how you sound and look.

Have a notepad and pen - You may need to take notes.

Information for the interviewer - Have enough copies of your resume. Bring your driver's license and social security card. If you accept a position right away the employer will need identification to begin legally required paperwork. Ask when you may call to learn about the hiring decision.

Write a thank-you letter - Follow up your interview with a note to anyone you spoke with. The note is a courtesy that confirms your interest in the position.