

## Preparing for the Interview

An interview gives you the opportunity to showcase your qualifications to an employer, so it pays well to be prepared. The following information provides some helpful hints.

### **Preparation:**

- Learn about the organization.
- Review your qualifications for the job.
- Be ready to briefly describe your experience, showing how it relates to the job.
- Be ready to answer broad questions, such as “Why should I hire you?” “Why do you want this job?” “What are your strengths and weaknesses?”
- Practice an interview with a friend or relative.

### **Personal Appearance:**

- Be well groomed.
- Dress appropriately.
- Do not chew gum or smoke.

## The Interview

During the interview, there are several standard guidelines you should follow to ensure the hiring manager will take interest in you. Follow these simple tips and you should be well on your way to a new job!

### **Be Prepared:**

- Show up at least 10 minutes early.
- Learn the name of your interviewer and greet him or her with a firm handshake.
- Use good manners with everyone you meet.
- Relax and answer each question concisely.
- Use proper English and avoid slang.
- Be cooperative and enthusiastic.
- Use body language to show interest, use eye contact and don't slouch.
- Ask questions about the position and the organization, but avoid questions whose answers can easily be found on the company web site.
- Also avoid asking questions about salary and benefits unless a job offer is made.
- Thank the interviewer when you leave and shake hands.

## After the Interview

- Send a thank you note or email message to everyone who interviewed you within 24 hours of the interview.
- Use your follow-up note to reiterate your interest in the job and the company.
- Tell the interviewer why you are qualified.