

1. Confirm the date and time.
  - a. Get the Address
  - b. Go over every step of itinerary – transportation, hotel arrangements, reimbursement, etc. for out of town interviews.
2. Make a good impression
  - a. Dress.

#### **Men's Interview Attire**

- Suit (solid color - navy or dark grey)
- Long sleeve shirt (white or coordinated with the suit)
- Belt
- Tie
- Dark socks, conservative leather shoes
- Little or no jewelry
- Neat, professional hairstyle
- Limit the aftershave
- Neatly trimmed nails
- Portfolio or briefcase

#### **Women's Interview Attire**

- Suit (navy, black or dark grey)
- The suit skirt should be long enough so you can sit down comfortably
- Coordinated blouse
- Conservative shoes
- Limited jewelry (no dangling earrings or arms full of bracelets)
- No jewelry is better than cheap jewelry
- Professional hairstyle
- Neutral pantyhose
- Light make-up and perfume
- Neatly manicured clean nails
- Portfolio or briefcase

- b. Completing the application –
  - i. Every blank filled.
  - ii. Bring copies of your resume for every interviewer, but never refer on the application to the resume for information
  - iii. For Salary, always put “negotiable”
- c. When you greet the employer, do not use first names until asked to do so
- d. Be sure to extend a firm handshake.
- e. Do not sit until the interviewer offers you a seat.
- f. Maintain good eye contact
- g. When referring to the position, speak as if you are the person that will be hired, not a person that is being considered.

3. When possible find out the names, roles, background, and expectations of the people who will be interviewing
4. Review the company's selling points such as the type of business, products, services, business philosophy, size, industry standing, revenue, and growth. **Do our research so you will be able to ask intelligent, focused questions about the company and their role.**
5. Understand your career objectives and be prepared to address how those goals strengthen the role for which you are interviewing.
6. Show how your experience, achievements, education, training, and work ethic benefits to the employer.
7. Be ready to respond to questions about your weaknesses and how you are working to strengthen those areas of your career.
8. **Ask for the job.**