

Name

Date

Interviewing

A successful interview may make the difference between getting the job you want and staying unemployed. An interview is the meeting at which you first meet an employer or a representative of the employer. Large companies often have personnel or human resources departments that are in charge of interviewing. The interview is where you make your first impression on the employer. The first impression should be good because first impressions are generally lasting impressions. Expect to be nervous for the interview. However, preparing for the interview and having a positive attitude can ease your nervousness.

Interviewing Tips

Before the Interview

- Give careful consideration to your clothes (they should be one step above what you would normally wear on the job).
- Have good personal hygiene.
- Review possible questions and your answers.
- Know where the interview will be held.
- Know something about the company or business.
- Take your resume, references, and pen in a folder or portfolio.

During the Interview

- Go alone.
- Arrive ten minutes early.
- Do not chew gum or have a mint in your mouth.
- Greet the interviewer by name, if possible.
- Introduce yourself, and thank the interviewer for meeting with you.
- Shake the interviewer's hand, and make direct eye contact.
- Remain standing until you are offered a place to sit.
- Have good posture.
- Refrain from fidgeting or playing with items.
- Smile.

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