

Interview Tips!

Going to a job interview can be really nerve-wracking. Remember that your prospective employer, scholarship committee, or college representative wants to meet the real you. So relax, look them in the eye, and present yourself in a natural, unforced way. Don't be afraid to ask questions, and be ready to handle any likely questions they'll ask you.

Plan ahead

Rehearse answers with family and friends or even in front of a mirror! Be prepared for difficult questions such as "What are your weaknesses?" "Give me an example of a time when you demonstrated leadership or teamwork." The more you know about your future employer (or college), the better. Research the company and the position, and be ready to answer the question, "Why do you want to work here?"



Be on time

It's really important to make your interview on time. In fact, you should try to be at least 10 to 15 minutes early. Oh, and remember to turn your cell phone off before you enter the interview room!

Be friendly

Smile and give a firm handshake while maintaining eye contact! It is a good idea to practice your handshake. Wait until told to have a seat. Don't just walk-in and make yourself at home.

Watch what you wear

You want to make a statement, but not with a distracting outfit. Be you—but be professional. Dress to impress, but avoid trendy clothing, flashy jewelry, too much make-up, strong perfume, lotions, or cologne.

It's about poise

Show your confidence. Sit up straight, make eye contact, then smile and relax. Try to speak clearly and confidently. Try your best to avoid "uhhhmm," "like," and fidgeting.



Sell yourself with facts

This is your chance to tell why you're perfect for the position. Highlight your successes and how you learned from any failures. Personality counts, so let yours shine. Don't just say "I'm creative." Tell a quick story or provide an example of time that you demonstrated creativity to prove that you truly are creative.

Be positive

It's important not to make negative remarks about your past employers or colleagues. Keep it upbeat, and show your enthusiasm for the opportunity.

Be a good listener

Watch the interviewer's nonverbal signals which will indicate when you should start and stop talking.

Go ahead—ask

An interview is a two-way street. Don't be afraid to ask questions. It shows enthusiasm, curiosity and lets them know you're interested. Prepare a few pertinent questions that you might ask such as "Is there room for advancement?" "Who will I report to in this position?" "When will you make a decision to fill this position?"

Follow up

Analyze how you did and make notes for your next interview. If possible, send the interviewer a thank you note or email as soon as possible. Learn from the interviewing process!

