



## **INTERVIEW KNOW-HOW (SKILLS TO CRACK)**

### **Find a Distraction-Free Environment**

If your interview is virtual, scope out a location that is quiet and without distractions. Test your microphone, webcam and internet connection before the interview to ensure all are in working order.

### **Bring resume copies, a notebook and a pen**

Take at least a copy of your printed resume on clean paper. Bring a pen and a small notebook to take notes.

### **Arrive early**

Plan to arrive 10 to 15 minutes before the scheduled interview time. Map out your route to the interview location so you can arrive on time.

### **Make a great first impression**

Don't forget the little things—shine your shoes, brush or style your hair and make sure your nails are clean and tidy. Check your clothes for holes, stains, pet hair and loose threads. And remember to smile.

### **Practice active listening and watch your body language**

Engage in active listening when responding to an interviewer's questions.

### **Treat everyone with respect**

This includes those on the road and in the parking lot, security personnel and front desk staff. Everyone has to be treated with respect.

### **Win them over**

Being genuine during interview conversations can help employers easily relate to you. Showing positivity with a smile and an upbeat attitude can help keep the interview light and constructive.

### **Keep your answers concise and focused**

Remember, your time with each interviewer is limited, so be mindful of rambling answers. Practicing your answers beforehand can help keep you focused. Concise answers also show off your communication skills.

### **Stay positive**

Don't speak negatively about previous employers. Companies want to hire problem solvers capable of overcoming tough situations. If you're feeling discouraged about your current job, focus on what you've gained from the experience and what you want to do next.

### **Send a thank-you letter**

If your interview is in person, ask for the business card so you can follow up with a thank-you email. If you interviewed in the morning, send your follow-up emails the same day. If you interviewed in the afternoon, the next morning is fine.



# **21 BEST TIPS FOR A SUCCESSFUL JOB INTERVIEW**

## **PREPARING FOR THE INTERVIEW**

**Dress professionally and make sure you are well-groomed**

**1**

**2**

**Prepare your portfolio ahead of time and practice using it so that you know where everything is located**

**Practice your answers, but don't make them sound rehearsed just focus on hitting the main points**

**3**

**4**

**Do your research on the company and position that you're interviewing for**

**bring any materials you may need including business card resume and portfolio**

**5**

**6**

**bring a notebook and a pen or pencil so that you can take notes or jot down questions**

**Be on time allow for extra travel time in case you get lost or run into traffic**

**7**



## DURING THE INTERVIEW

Make a good first Impression with a nice, firm handshake

8

9

Be friendly, polite and remember to smile

Display confidence through body language-don't slouch in your chair or look down when you're speaking

10

11

Speak loudly and emunciate when giving your answers

Always try to frame your answers in a way so that they relate to the job and why you're the best candidate for it

12

13

Be honest-it's better to turn down a job you're not a good match for than to try to 'fake it until you make it'

Prepare yourself for curveball questions you didn't train for-take your time answering

14

15

Ask for some time to think if you need a second to formulate your thoughts

if you are unsure of what the interviewer is asking you, politely request a more detailed explanation

16

## AFTER THE INTERVIEW

**17** Give the interviewer samples of your work if you have copies for them to keep

Provide a good final impression with a nice, firm handshake **18**

**19** Follow up with a thank you e-mail, letter or phone call

Prepare for your follow-up interview, if applicable **20**

**21** Thank the interviewer for his or her time

