

# Interviewing Tips

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## Interview Checklist



### This is your “DO” List

1. Be Prepared and do your research.
2. Be prompt; if you're not 10 minutes early, you're LATE!
3. Take your interviewing portfolio, listen and take notes.
4. Turn your cell phone and under no circumstances answer your phone or a text message during the interview!
5. Dress professionally; be well-groomed and well-dressed.
6. Act confident and show your enthusiasm!
7. Ask the employer about the qualifications for the job then make sure you can clearly demonstrate how your skills relate to the job qualifications the employer has outlined.
8. Be brief and to the point; don't take more than two minutes to answer any of your questions.
9. Pay attention to the interviewer's personality. If they appear detail-oriented, they'll care about details during the interview. If they seem to be more creative, they'll care more about how creative you are.
10. Express yourself clearly and answer your questions with examples of the work you've done.
11. Relate positive work experiences as often as possible.
12. Use examples of how well you get along with others, including your boss and co-workers.
13. Use your manners! Don't forget to SMILE and say thank you.
14. Ask for a business card at the end of the interview so you can send a thank you note (within 24 hours).
15. Don't forget to ask for the job!!!

#### INTERVIEW TIP #1:

Don't forget to ask for the job.  
Eight out of 10 times, if you ask for the job, you'll get a job offer  
So ask!

#### INTERVIEW TIP #2:

SHINE for your interview! You have 90 seconds to connect with your interviewer. Make sure you do these five things to SHINE your way to a job offer:

S - Smile

H - Handshake

I - Make eye contact

N - Nicely and neatly dressed

E - Enthusiasm

#### INTERVIEW TIP #3:

Make sure you send a thank you note by mail, fax or email it within 24 hours of your interview.

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## INTERVIEW TIP #4:

Ask the interviewer/s for their card. That way you'll have the information to follow up and can spell their name correctly.

## INTERVIEW TIP #5:

Turn your cell phone off! NEVER answer your cell phone or a text message during an interview.

## INTERVIEW TIP #6:

You will be interviewed because you are qualified for the job, but you will be hired because the interviewer/s either like you or feel you are like them. The interviewer will decide if they like you within 30 seconds of meeting you. Make sure you take the time to be personable and connect with the interviewer.

## This is your “DON’T” List

1. Arrive late. If you have an emergency and cannot arrive on time, make sure to have their phone number and call!
2. Talk about personal problems, relationships, or family situations.
3. Answer yes or no for any question; elaborate, give examples and use appropriate stories to illustrate your qualifications for the job.
4. Talk about politics, religion.
5. Bad-mouth or complain about past employers, bosses, or co-workers.
6. Lie! Say you can do something if you can't.
7. Argue with anyone during the interview.
8. Criticize the interviewer.
9. Wear clothing, jewelry or hairstyles that are too funky or inappropriate.
10. Discuss salary before the interview brings it up.
11. FORGET to ask for the job.

For more information visit our Career Center at:

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