

INTEVIEW TIPS

Dress Appropriately

You do not get a second chance to make a first impression. Seven seconds is the average length of time you have to make a first impression. If your first impression is not good you may not get that second chance!

Dress professionally and appropriately for the interview. For both men and women, wearing a jacket takes business dress up a notch.

Be well groomed. People will look from your head to your feet. Shoes should be polished as well as appropriate for the business environment. Pay attention to your hair - the interviewer will. Do not wear cologne, perfume or anything that calls attention to you or distracts from the occasion.

Plan Ahead

Know the location of the interview and a contact phone number in case you get lost. If you are going to a part of town that you are unsure of, drive the route a day ahead of time to ensure you are not late.

Arrive no more than ten minutes ahead of time. There is such a thing as being too early. When you arrive too far ahead of schedule, you create an interruption. Someone then has to be concerned about making you comfortable while you wait.

Know the Company

Use the Internet or other means to find out more about the company you will be interviewing with, what the main areas of focus are within the business, and read any recent business-related articles about the company.

Sources of Information:

- Company's Web Site
- Company's Brochure/Literature and Annual Report
- Business Library
- Periodical Files
- Dunn and Bradstreet Report

Know Yourself

Think about what you have accomplished in your career, and what skills you have that make you a good match for the company. Think of examples that you can share during the interview that showcase your past successes.

Prepare Questions

Think about any questions you may have about the company, the position, the working environment and other key interests prior to the interview.