



quick tips...

DRESS FOR SUCCESS

Wear something that is stain-free, clean, not revealing, climate appropriate, and something you feel comfortable and confident in.

DO YOUR HOMEWORK

Homework usually isn't fun, but it is helpful prior to an interview. Research the company, their competitors, the industry, and the people within the organization. Come up with questions based on your research that you can ask during the interview.

SHOW UP ON TIME, OR BETTER YET, EARLY

Showing up early to an interview is ideal. You do not want to give a bad first impression, so don't arrive late. Plan your route in advance to get to the interview—accounting for traffic, parking, walking, checking in, etc. Arrive 10 to 15 minutes early. Arriving too early can send the wrong message, so stick within that 10 to 15-minute range.

COME PREPARED

Bring resumes, supplemental material—anything else the interviewer or your recruiter told you to bring, and questions.

BE HONEST

Don't pretend to be someone you are not. Be truthful and honest in all interviews and answer questions with confidence and transparency.

KEEP COMMENTARY CONSTRUCTIVE

It's always best to avoid criticisms of your current or former employers and coworkers. If prompted, try to turn your experience into a positive. For example, saying "*I have learned that I thrive in an environment that is upbeat and fast-paced*" is much more constructive than "*my last job was awful because everyone lacked personality.*"

AVOID LEADING WITH SALARY

Your initial interview should be a time for you to get to know the company and its people, and for them to get to know you. We suggest you wait and bring up salary when you make it to the next step in the process. If you feel unsure of what to say or how to handle this, ask your recruiter.

FOLLOW UP

Writing a hand-written note or e-mail to anyone who interviewed you within 24 hours of the interview can make you stand out. Thank them for their time and reiterate any key points you want to emphasize or discuss further.

KEEP IT SHORT WHEN YOU CAN

Interview experts suggest that when answering interview questions, your responses should only be between one and two minutes, unless it is a factual question that can be answered in less than one minute. It gets difficult to listen to someone for more than two minutes and your interviewer might get bored if you talk too long. Keep it short and sweet!