

Interviewing Tips

Dress appropriately

Play the part – dress appropriately for the position. Business casual is always a safe choice

Arrive early

Give yourself extra time for the commute and unexpected delays. If you realize you are going to be late, ensure that you call the interviewer to let them know

Keep eye contact

Keep eye contact with the interviewer(s). When responding to questions, look the interviewer in the eye with confidence!

Bring extra resumes, a pen and paper

Having extra copies of your resume is good for two reasons. First, you may have the opportunity to meet with other people in the company. Second, you can use the resume to refer to as a guide when answering questions.

Don't dominate the conversation

Answer the questions of what is asked of you. Be sure to stay focused on the question, and don't go off topic

Take your time

Don't rush to answer a question! Be sure you give yourself a few seconds to think your answer through, and then respond

Remain positive

Be sure not to say anything negative about your past employers

Interview the interviewer

Have questions ready to ask the interviewer. Remember – an interview is also an opportunity for you to see if you would fit in the role and organization

Ask for a business card

This will ensure you have the right contact information for sending a thank you letter after the interview