Job Interview Tips

1. Arrive early. If you show up at least fifteen minutes before your interview is scheduled, you show that you are prompt and that you value the interviewer’s time. It also gives you a few minutes to relax before the interview starts.

2. Do your prep work. Be sure to know the interviewer’s name, important information about the company, etc. You can learn this ahead of time through the company’s website, brochures, or annual reports.

3. Bring an extra copy of your resume. Your interviewer may request another copy for someone else or to take notes on. This shows that you are prepared.

4. Be aware of non-verbal communication. Remember that a smile, a firm handshake, and an open body posture give a positive impression. Seat yourself at a reasonable distance from the interviewer.

5. Expect to spend a little time building rapport. Usually an interviewer will take a little time to get to know you. Try to relax and be friendly, but don’t try to be a comedian or get overly personal. Sometimes finding things you have in common can help to “break the ice.”

6. Let the Interviewer lead. The interviewer will ask the questions, and you will answer them to the best of your ability. Don’t try to take over the interview by leading it in a certain direction.

7. Keep the conversation positive. Always be honest, but if you are lacking skills in a certain area, you might emphasize that it is an area you are developing. Try to put even your weaknesses or lack of experience in a positive light. Also, never speak badly about a former employer or job position.

8. Think before speaking. A silent pause is okay if you need time to think over the question being asked. This actually shows that you are seriously considering each question.

9. Emphasize what you can bring to the organization. Emphasize your own talents and transferable skills, such as communication, technology, and analytical thinking.

10. Don’t bring up salary before you have an offer. The interviewer may or may not bring this up in the first meeting. Show that you are most interested in the challenge of the new position and other aspects of the job by not bringing up salary first.

11. Be ready to ask questions. Most interviews end with the interviewer asking if you have any questions. You should have some ready to show that you are prepared and interested, and an additional question should come from the meeting you just had. However, this is not the time to ask about vacation benefits or dress code policies. Keep the conversation related to the actual job.