

JOB INTERVIEW



Prepare, prepare, prepare!

- Schedule the interview in the morning if possible
- Get a good night's sleep
- Eat breakfast
- Be on time. Better yet be 10 minutes early.
- Do a practice run with a friend

Research the company

- Know the specific position you are applying for
- Plan you answer to "Where do you want to be in five years?"
- Bring copies of any relevant papers and reference info (make sure your reference knows they may be contacted about you and what job you are interviewing for)

Sell yourself

- Make eye contact
- Relax
- Speak clearly
- Listen

Wear pants (or a skirt. But please do not wear shorts.)

- Dress the part
- Be clean, well put together and presentable
- Turn off your cell phone

Focus on what you can do for the employer, not what they can do for you

- Ask questions!

Drink before the interview

- Dress sexy
- Wear bright colors. Research suggests dark colors are better
- Wear too much perfume.
- Show up smelling of smoke.
- Show up drunk or high!

Be late

- Show up knowing nothing about the company or and/or position
- Offer a limp, weak handshake
- Look sloppy
- Mumble
- Play with your hair

Have an attitude

- Speak negatively about your former boss
- Don't be too casual, address anyone as "dude" or "bro"
- Say "No" when the interviewer asks "Do you have any questions for me?"

Slouch

- Fidget
- Lie or make excuses
- Brag
- Chew gum

Answer your phone

- Check Facebook
- Tweet

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- Try to get contact info for the people interviewing you
 - Ask about follow-up
 - Follow up with a “Thank You” note.

- Swear
- Interrupt
- Use slang, like, “you know?” “Whatever.”