

Conduct Successful Interviews

✓ The Do's of Interviewing

- » **Research** the company before the interview. Use information you find to ask good questions or tell why you want to work for the company and how you would be a good fit
- » **Be punctual** — Arrive about 15 minutes early; use any excess time to go over your notes
- » **Extend a firm handshake** — it makes a good first impression. Remember, nobody likes a hand crusher or a limp handshake
- » **Maintain eye contact** with the employer — the inability to look someone in the eyes conveys mistrust or lack of confidence
- » **Smile!** Be friendly and show your personality — nobody wants to hire someone who looks unhappy, indifferent, or mad
- » **Listen** — Make sure you understand the question before answering
- » **Speak clearly** — Give prompt, intelligent, brief answers
- » **Ask questions** — Prepare several questions to ask the employer about the job, the company, the work you would be doing if hired, etc.
- » **Know what you are worth** — research salaries before interviewing, so you know a range; don't bring it up, but be prepared in case they do

⊘ The Don'ts of Interviewing

- » **Don't be dishonest** — it is better to be truthful than to be caught in a lie
- » **Don't ramble** — keep your answers short and to the point
- » **Don't mumble** — speak clearly and loud enough for interviewers to understand your answers
- » **Don't chew gum** — it will be distracting to the interviewer and it looks unprofessional
- » **Don't smoke or eat** immediately before an interview — be mindful of odors that cling to your clothing
- » **Don't give a salary requirement** — always state salary is negotiable — let the employer make an offer first, then negotiate if you think the offer is low

Dress the Part

For most interviews and career fair networking, conservative, professional clothing is required.

Clothing should be clean and pressed. Monitor the amount of cologne or perfume you are wearing and remember the rule of 13 — don't wear more than 13 accessories including jewelry, belt, glasses, large buttons, etc. Be sure to dress for the job you want, not the one you have!

Feminine

- A solid color suit and tailored blouse
- Skirts no shorter than just above the knee
- Basic dress shoes with modest heel height
- Modest amount of jewelry and make-up



Masculine

- A dark two-piece suit
- A solid color, long sleeved shirt
- A tie with a simple pattern
- Socks the same color as your pants
- Dress shoes and belt in matching color