

PREPARING FOR THE INTERVIEW

- In order to land a superior career opportunity based on an interview, you must convince a prospective employer that you are the best candidate for the position.
- Find out the specific responsibilities of the position.
- Try to learn about the company's corporate culture and office politics, either through the recruiter or by calling colleagues or friends who work there.
- Practice typical questions and answers by yourself or with the recruiter acting as the interviewer.
- Formulate answers to probable questions.
- Write down the skills, qualities and accomplishments you want to highlight during the interview.
- Prepare interesting questions to ask the interviewer about the company or
- Position to show that you have done your homework.

On the day of the interview:

Dress in conservative business attire.
Don't wear excessive perfume/cologne, makeup or jewelry.
Allow adequate time for traveling.
Arrive ten minutes before your appointment.
Leave your coat in the reception area.
Control your nervousness by breathing slowly and deeply.
Bring a conservative attaché case, a leather-bound note pad, or a legal pad in a folder and a good quality pen.
Bring additional copies of your resume and, if requested, samples of your work and performance reviews.

On meeting with the interviewer:

Smile warmly, shake hands firmly. Or, since it's 2021, just nod!
Address the interviewer by his/her name.

Try to look confident and in control:

- ▶ Maintain eye contact; look directly at the interviewer when you are talking.
- ▶ Sit erectly.
- ▶ Make sure you control nervous gestures or movements such as tapping your pen or swinging your leg.

Sound as professional as you look:

- ▶ Use good grammar and a varied vocabulary (AVOID SAYING "ah", "um", and "you know").
- ▶ Articulate clearly and give concise, logical, and thorough answers.