

### **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 notepad, 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:**

Prior to the COVID pandemic, it was highly recommended to shake hands firmly. However, it is now acceptable to give a polite nod or a wave! Be sure to smile and clearly say "Hello" in a warm and friendly tone. If the interviewer initiates a specific greeting or interaction, follow their lead. 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.