

Look the Part



- Avoid playing with your hair or touching your face
- Make eye contact
- Smile! Don't chew candy, gum or mints
- Sit/Stand up straight
- Dress nicely, but not too fashionable or trendy
- Avoid bright colors or patterns
- Keep hand gestures to a minimum
- Avoid crossing your arms
- Use a firm handshake
- Try not to fidget

Act the Part

- Have some knowledge of the company you are interviewing to join
- Have a specific job in mind
- Review your qualifications for the job
- Be ready to briefly describe your experience
- Set yourself apart from other candidates
- Use proper grammar
- Use your manners; say “please” and “thank you”
- Have confidence
- Don't over-explain why you lost a past job
- Bring your authentic self through humor, warmth, and personality
- Don't concentrate too much on what you want
- Practice don't “wing” the interview