

# Pre-Interview

- Become familiar with the company and person you're interviewing with. This will ensure there is no lull in the conversation.
- Have multiple copies of your resume and organize any other materials you are taking with you.
- Turn your cell phone OFF, or place it on silent mode.
- Do not be late! Give yourself an extra 20 minutes and be conscious of potential traffic.

# The Interview

- **FIRST IMPRESSION:** Walk, talk and look the part. Be confident, not cocky. Maintain eye contact; present a strong handshake and smile!
- **ONE MINUTE PITCH:** Prepare for question: "Tell me about yourself" by planning out your focus and emphasizing relevant skills that you have early in the interview.
- **AVOID NEGATIVE STATEMENTS:** Even if you are asked a somewhat negative question, always portray yourself in a positive light, and never talk negatively about a former boss.
- **YOUR SKILLS:** Focus on skills you can implement immediately. Employers want to hear how you could hit the ground running and contribute to their company immediately.
- **TELL YOUR STORY:** Support your claim of being the best candidate by providing examples of situations where you developed, enhanced, or used specific, relevant skills.
- **MONEY:** Wait until the end or at least half way through the interview to ask about the positions financial particulars.

# Post-Interview

- Always send a thank you note after your interview. The format of the note may depend on the type of company you interview with, but handwritten is always best.
- Do not share! No matter how badly you may want to update your social media status, do not share the details of your interview on the internet. Your interviewer may be checking up on you online.

