

TIPS FOR INTERVIEWING

Avoid showing usual signs of nervousness such as excessive laughing, finger fidgeting, squirming or pulling your hair. Most people are nervous during an interview, but everyone can control the amount of nervousness displayed.

Focus on the possibility of getting the job and on what you can do.

Be positive about former bosses, co-workers and your former company if asked.

Don't apologize for things you can't change such as your age, education or work history.

Admit to things you don't know. No one knows everything.

Try not to smoke even if the interviewer says you can.

Minimize too many "ers" and "uhs."

Take time to think before you answer.

Research the company and find out as much as you can about its products, services, size, locations, etc. prior to the interview.

Plan to arrive at the interview a little early in order to make sure you are on time.

Introduce yourself to people you meet such as secretaries or receptionists. Smile, be friendly and tell them why you are there.

Don't show irritation with delays or interruptions — even if you are irritated. Help the interviewer run a good interview whether he/she is good at it or not.

Wait for the interviewer to tell you where to sit.

Offer a firm handshake when you introduce yourself to the interviewer.

Do not talk about personal problems during an interview.

Send a thank-you letter after every interview.

Pay close attention to your clothes and personal grooming.