

# Interviewing Tips

- Never make disparaging comments about current or past employers. This can potentially reflect negatively on you, and it best to avoid saying anything bad about former employers, supervisors or co-workers. Potential employers can sometimes draw the conclusion that difficult person is you.
- Please bring a positive attitude and remember to use your best etiquette (do not use even mild curse words or talk informally)
- Avoid religious, racial, political or social topics during the interview.
- Try not to be too opinionated during the interview or it can come across as being difficult.
- Being knowledgeable is good, but use caution in trying to come across as a “know it all” or being condescending.
- Know the seniority level of the role you are interviewing for and stick to your relevant qualifications for that role. If you’ve done the role of the person you would be reporting to, it is sometimes best to keep that to yourself, as you may come across as a threat or being “overqualified” for the role you seek. Most managers don’t want to be challenged by somebody questioning their authority or seeking their role.
- We recommend eating a small meal beforehand and use the restroom prior to scheduled interview.
- Research the company you are interviewing with online. Visit the company website and prepare a list questions.
- Prepare a list of potential interview questions and prepare ahead of time for the responses.
- Prepare a list of desired skills for the role you are interviewing and match your skills and background to that list.
- For contract positions, do not to discuss rate with the client.
- Have contact name, title, location and phone number for interviewer(s) in case you have any problems or require follow-up.
- Have a notepad available for notes and questions.
- Do not chew gum, candy or put other objects in your mouth.
- Have a copy of your résumé in front of you.
- Follow-up with an email or note with the person(s) you interviewed with, thanking them for their time and letting them know you enjoyed meeting them.

## Interviewing via phone

- Use a land line if possible
- Obtain an alternate contact number for interviewer (cell?) if possible
- Always find a quiet location, free of disruptions (kids, pets, traffic, etc)
- Have a glass of water ready, to help keep your voice clear

## Interviewing in person

- Arrive 20 minutes early to prepare and to allow for any unforeseen complications
- Map out the interview location using MapQuest or similar website, or visit the location the a day before
- Bring a breath mint and use it before entering building, for fresh breath, especially if you drink coffee or tea
- Bring several clean copies of your résumé

- Do not take cold medications, non-required prescription medications, or drink alcohol prior to the interview
- Never bring another person with you to your interview
- Cleanliness is a must-shower and use deodorant prior to interview – if you have pets, bring a lint-roller
- Cell phones, iPods or other electronic devices should be left out in the car, if you must bring them, please place them on silent and keep them stored out of sight
- Make sure you cover any visible tattoos, if applicable
- Please remove any visible body piercing, if applicable (single set of earrings for women is acceptable)
- It is recommended that you do not drink any beverage during the interview

### **Women's attire**

- Solid color, conservative suit, if possible, with a coordinated blouse
- Moderate/Conservative shoes with tan, black or neutral hosiery
- Neat, professional hairstyle that is conservative and pulled back, if possible, and manicured conservative colored nails
- Light make-up and light perfume if desired
- Limited jewelry (no dangling earrings or arms full of bracelets), no more than one ring per hand and one set of conservative earrings
- No purses, small or large; carry a briefcase or portfolio instead

### **Men's attire**

- Solid color dress suit, with a conservative tie and long sleeve button down shirt, belt and professional shoes with dark socks
- Neat, professional hairstyle. Preferably short, trimmed hair and nails is best, if that is not possible wear long hair pulled back
- Go easy on the aftershave, and no cologne
- Bring a portfolio or briefcase
- It is recommended to have a clean shaven face, but at a minimum, keep facial hair neat and trimmed
- Very limited jewelry, no rings other than college or wedding rings, and remove any earrings, if applicable