

The Interview Process

Presentation:

What to do:

Dress appropriately for the position advertised
Pay attention to personal hygiene- showered, hair combed, breath mints
Remove all visible body piercing jewelry
Take updated printed copy of resume along for interviewer if they need it
Arrive 10 minutes early, and take a deep breath/exhale before entering the facility
Use a FIRM handshake and smile when introduced to the interviewer
Establish good eye contact during the interview
Only use positive statements, and project a positive attitude
Sit or stand straight on to the interviewer
Smile and lighten up when possible
Research the company and know some facts about size, locations, products/services
Discuss questions with brief and concise answers
Take notes about the company and job when questioning interviewer
Have questions you want to ask listed on paper, but memorize and use notes if necessary
Wait until the second interview to discuss pay and benefits unless interviewer brings it up.

What not to do:

Do not overdress for the job you are interviewing for
Do not wear excessive makeup or perfume/cologne
Wear shoes unlaced, dirty, or worn out
Do not express negative thoughts of others or yourself or situations
Do not sit with a sideways position to interviewer and do not fold arms
Never lower your level of interest and enthusiasm during the interview
Never make up an answer to something you don't know
Do not drag out conversation not relating to the subject being discussed
Do not tell them what you want for pay. Let them make the offer, and you can negotiate higher if necessary