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

Prepared by Scott Birth