



Quick Tips for a Successful Interview

Do's

- Research the company's culture, mission, and values to see if it matches your personal goals.
- Dress professionally for your interview-even if phone/virtual. Use the "rule of 1" for accessories. 1 ring, 1 set of earrings, etc.
- Be prepared by taking copies of your resume, cover letter, references. Have a notebook/pen to take notes.
- Know your resume! Be prepared to articulate and highlight your qualifications, accomplishments, and career goals.
- Prepare a list of questions you want answered by the interviewer.
- Arrive/call in/log in 15 minutes before your scheduled interview to get settled in
- Turn off your mobile device(s) PRIOR to entering the interview.
- Be attentive and confident. Maintain good body posture, make eye contact, follow interviewers lead on physical greeting (have a firm handshake), and smile.
- Ask for a business card. Email a "Thank You Letter" within 24 hours. Thank your interviewer for their time and remind them of your interest in the position.

Don'ts

- Don't dress casually. Dress in your best professional clothing.
- Don't wear a "smart watch" during the interview.
- Don't smoke or vape on your way to the interview. Don't eat, drink or chew gum during the interview.
- Don't lie or embellish your level of work experience. Interviewers will see through an attempt to mislead.
- Don't speak negatively about a former boss or employer. Focus on positive aspects of your prior employer.
- Don't slouch, fidget, or cross your arms as questions are asked. Demonstrate positive body language.
- Don't use slang terms such as "you know", "I'm like", or "whatever". Use proper verbiage throughout the interview.
- Don't check your watch/clock during the interview. Keep your focus on the interviewer(s).
- Don't interrupt. Wait until your interviewer is finished speaking and then respond.
- Don't initiate a discussion about compensation or benefits. Be prepared to discuss compensation and benefits ONLY when the interviewer introduces the topic.