

Interview Tips

Before an Interview

Do...	Don't...
Know how to get to the location/test drive the route beforehand. Leave enough time for weather and traffic.	Don't forget to look up directions. Don't depend only upon what Google/Siri/Mapquest to calculate the drive time and route.
Review job announcement. Do research on location and job expectations.	Don't come to the interview unprepared
Call to ask questions about procedures or processes (i.e. whether to bring resume packets, examples of work, recommendations, award letters, certifications, licenses)	Don't come to the interview unprepared
Practice talking out loud (either with a friend or by yourself) about your qualifications, your education, why do you want the job, why did you leave your past job, etc. Think about what questions might be asked.	Don't come to the interview unprepared
Print out any materials	Don't forget your materials
Prepare beforehand, but also give yourself a break and do something non-interview related that makes you happy/relaxed. Eat! Sleep! Prepare your interview clothes.	Don't get too stressed!
It may calm your anxiety to visualize a successful interview. Picture yourself in the interview room making a fantastic impression and try to vividly imagine the strong sense of positive confidence that you will feel. You'll get the best results if you combine the visual with the strong positive feeling and associate the two. It's a fast and easy way to focus your thoughts and get a burst of confidence.	Don't sabotage yourself!

During an Interview

Do...	Don't...
<p>Make sure to have a neat and well-groomed appearance. Wear professional/clean clothes, such as a tie, slacks, skirt, jacket, nice shoes, button-down ironed shirt, blouse, etc.</p> <p>Dressing professionally can give you confidence.</p> <p>Even if the job's daily attire is casual, dress professionally and show that you're taking the process seriously.</p> <p>HR will hear about candidates that dress poorly. HR does not hear about candidates that dress up too much.</p>	<p>Don't wear any of the following:</p> <ul style="list-style-type: none"> • Work clothes • Dirty clothes • Hats • Sunglasses • Excessive jewelry • Low-cut clothing • Strong perfume/cologne • Don't do anything distracting, such as: <ul style="list-style-type: none"> • Chew gum • Smoke cigarettes right before the interview
<p>Show up 5-10 minutes early</p>	<p>Don't show up late</p>
<p>Explain why you left your previous job professionally, no drama!</p>	<p>Don't talk negatively about former employers, supervisors, or co-workers. Ask personal questions Give personal information about yourself – stick to your professional experience</p>
<p>Keep in mind the minute you get to the location, your interview has started. Be considerate of everyone you interact with in the parking lot, hallways, everywhere!</p>	<p>Don't be rude to anyone you encounter – negative feedback always gets back to the hiring manager.</p>
<p>When you arrive for the interview or the assessment, verify who you will be meeting with.</p>	
<p>Smile, shake hands, introduce yourself and clearly pronounce your name. Remember to make eye contact with everyone in the room throughout the interview.</p>	<p>Don't mumble, speak to the floor, stare only at your notes, or fidget.</p>

Take time to think about your answer before responding – a few seconds of silence is ok. Speak clearly. Take a breath and stay calm!	Don't talk just for the sake of talking. Don't ramble.
<i>Thank the interviewers for their time before you leave. Ask when they expect to have made a decision.</i>	

Tips on what to do if you are Nervous / How to Stay Calm

Do...	Don't...
Take time to think about your answer before responding – a few seconds of silence is ok. Speak clearly. Take a breath and stay calm!	Don't ramble or say "um" all the time.
Be yourself – use your own voice.	Don't get stressed and speak too quickly, loudly, etc.
Make sure to fully listen to the question. Bring a pen/paper – if they are asking you the question, you can quickly jot down some notes to make sure you answer it all.	Don't begin thinking in your head about your response before the interviewers finish asking the question.
Sit up straight.	Don't fidget or lounge in the chair.
Understand that interviews are stressful for everyone. Accept the fact that mistakes will happen	Don't apologize for being stressed – that can stress you more! Everyone knows this, so it doesn't need to be stated.
Focus on your strengths and what you have to offer.	Don't talk negatively about yourself. Don't give them reasons to NOT select you!
Think positively and be confident – if you're being interviewed, it's for a good reason!	

After an Interview

Do...	Don't...
If you haven't heard by the date the interviewer said they'd make a decision, you can politely check in with them.	Don't be a pest and call/email too often.
Reflect upon how things went during the interview. Identify what went well and what are areas for improvement.	Don't dwell on things!
Once a final selection has been made, ask the hiring manager if they are willing to give you feedback.	Don't be rude, cynical, or sarcastic with the hiring manager if you are not selected for the position. You do not want to hurt your chances at a future position!