

Interviewing Tips

1. Arrive 15 minutes before your scheduled interview. Punctuality is important!
2. Dress professionally.
3. Review your resume. Emphasize accomplishments to illustrate your strengths.
4. Always bring an extra copies of your resume printed on professional parchment paper
5. Develop a few sample questions and prepare answers to standard interview questions.
6. At your first interview, ask open ended questions that create a two way dialogue.
8. Do not discuss personal, family, or financial problems.
7. Act interested, be flexible, candid and straightforward. Keep good eye contact - this shows confidence.
8. Be familiar with the position. Research the organization and determine how you could make a contribution to the company.
9. Never say anything negative about a former/current employer or co-worker.
10. Make sure the references you give know they are going to be called and that they will actually give you a good reference.
11. You may be asked to fill out an application form.

Never Never, ever write "see resume attached" as this is an example of laziness!