

# Interview Preparation



## Preparing

- Practice in a mock interview with another person. Check for quality of information in your answers, and the positive, non-verbal reinforcement of your words.
- Bring a resume and/or portfolio of your work along with letters of reference and/or name, address and phone numbers and email of references neatly typed in the same format as your cover letter and resume. Make sure you have a copy for each interviewer.
- Bring paper and pen to jot down a few important facts during the interview.
- Dress appropriately for the business. If you are unsure what's appropriate, find out ahead of time.
- Make sure you know the address and how to get there.
- Be punctual. Arrive 10 minutes early to allow yourself time to collect your thoughts. Take the opportunity to observe the working environment. Keep your eyes and ears open. Be friendly with everyone, the receptionist may be as important to impress as the interviewers since they may do pre-screening.
- Try to arrange the interview for the morning or try to be first or last in a series. Employers will remember you better.
- Go alone

## Do during the Interview

- Sell yourself. Show your interest, flexibility and willingness to take full responsibility for the job. Sell your skills and your abilities. If you can do the job, say so.
- Provide short, crisp answers that don't sound memorized. Give descriptive examples or proof whenever you can throughout the interview. The true stories you tell about yourself will differentiate you from the other applicants.
- Have a positive "can do" attitude.
- Be enthusiastic.
- Show you are a team player. Try to get the interviewer to describe the position and duties to you early in the interview so that you can relate your background and skills to the particular position.
- Show an interest in the job and company.
- Make sure you explain why you are interested in the job and what you have to offer. Know exactly what you want and what you don't want.
- Do listen to the question and answer what is asked. Don't make assumptions.
- Avoid negative body language.

## What not to do...

- Speak poorly of former employers. If you are asked about any negative employment experience (i.e. being fired, trouble with supervisor), don't criticize past employers. Briefly acknowledge any difficulty and say what you have learned or discuss the positive outcome of the situation.
- Don't falsify information.
- Don't give yes or no answers. One-liners are conversation stoppers. Elaborate briefly on your experience, skills and background.
- Don't discuss your personal difficulties or ask about salary and benefits first.