

HOW TO ACE THE INTERVIEW



How you Present Yourself Matters

- Employers form quick opinions of you.
- Do you look professional?
- Do you have tattoos? Cover them up.
- Do you have facial piercings? Remove them!



Would you hire him?



Interviewing Attire

Dos

Jewelry in moderation

Conservative 2-piece suit

Skirt: Knee-length

Hoisery at or near skin color

Dark Shoes



Don'ts

Necklace too large/distracting

No bright colors/patterns

Capris: too casual

No open-toed shoes



Look the Part!

- Appearance is important
- Dress professionally to demonstrate that you are serious about the job
- Plan your clothing ahead of time
- Always business professional for an interview



Investing in a suit will be well worth your money!



Colors to Choose / Avoid



Great Colors

- **Blue** - Blue, particularly navy, is a great neutral color for interview outfits. Blues convey feelings of calm, trust, and confidence.
- **Gray** - Gray is a neutral color that evokes sophistication and neutrality.
- **Brown** - Brown is a neutral color that evokes feelings of calm and is a great solid, neutral color for any interview.
- **Black** - Black is a very popular color for suits in interviews.



Colors to Avoid

- **Red** – Stay away from Red, it is a color that conveys power and aggression.
- **Yellow & Orange** – Avoid wearing yellow or orange, the colors scream “Caution!”
- **Busy Patterns** – You do not want to wear clothes that are busy, keep it simple and solid.



Quick Appearance Tips



- Clean, pressed pants with a collared shirt.
- *Do not wear jeans, shorts or t-shirts.*
- Have your clothes ready to go before the day of the interview.
- Don't forget to polish your shoes!
- It's best not to wear cologne of any kind to an interview; you could turn off an interviewer just with the scent you choose.
- Have a professional-looking folder in which to carry copies of your resume and paper for taking notes.
- Remember to get a good night's sleep before the interview day. You will be sharper if you are well rested.



Telephone Skills



- What is your voice mail message?
- Is it Professional?
- As soon as you answer your phone the interview starts
- Repeat time and location of the interview

Remember -- You make your first impression on the telephone!!!!



The Big Day

- Know where you are going
- Arrive 15-20 minutes before the scheduled appointment
- Relax and pace yourself
- Smile + eye contact + posture = Confidence
- Be ready to provide clear and concise examples of your experiences
- **BE CONFIDENT!!**



Body Language

- Good Posture
 - *Sit up straight, Sit on the edge of chair, Avoid crossing legs and arms*
- Inviting Gestures
 - *Firm handshake*
 - *Nod your head, indicates you are listening*
- Eye Contact
 - *Indicates confidence*
- Speak Clearly
 - *Standard English, not slang*
 - *Not only what you say, but how you say it*



Things not to do

- Don't dress too casual
- Don't chew gum / candy
- Don't give one-word, yes or no, answers
- Don't doodle or fidget
- Don't be negative about past experiences
- Don't bring in your cell phone



Ask Questions

- Come ready to ask questions (it is a two-way interview)
- Have questions about the company or the position
- Demonstrate to the employer that you are interested in the position and want to know more



After the Interview



- Shake the interviewer's hand firmly and thank him or her.
- Ask for a business card.
- Jot down notes as soon after the interview to incorporate them into your thank you notes.
- Write and mail your professional thank you notes within 24 hours of the interview.





Final Tips

- ✓ Always have Career Services or a friend review your resume before sending it to an employer.
- ✓ Use SPELL CHECK but don't depend on it.
- ✓ Create a new cover letter for each job that you apply to.
- ✓ Always send your resume in a PDF format
- ✓ Be organized, keep track of your job search.
- ✓ Always be professional!

