

# Interview Tips

## Before the Interview

- **Assess Yourself**  
Know your strengths and weaknesses before you walk in the door. Never expect an employer to tell you where you might fit in an organization; you should already know. Hint: Dwell on strengths. Downplay weaknesses. You might cite your weakness as perfectionism, and have it perceived as a strength.
- **Read Employer Literature**  
You should have some knowledge of company policies, employment opportunities, products and services. Look for a chance in the interview to communicate what you know.
- **Verify the Particulars**  
Find out the exact time and place of the interview. Arrive at least five minutes early. There is no excuse for being late -- ever! Learn the interviewer's name, correct pronunciation, and his or her title.

## During the Interview

- **Sell Yourself**  
Illustrate your personal qualities and strongest abilities with examples from your past. Do not just answer the question. Try to address any underlying questions you think the employer might have about your suitability for the job.
- **Be Positive**  
You will create a better impression by being honest and candid. If the recruiter asks about shortcomings, explain circumstances rather than giving excuses or blaming.
- **Non-verbal Communication**  
Sitting up straight will make you appear poised and confident throughout the interview. What you wear communicates a message. Think conservative. Nervous hands and feet are distracting.
- **Ask Meaningful Questions**  
What are the responsibilities of the job? Is training provided? Is advancement possible? Does the job involve travel? What individuals will I work with most? How is job performance measured?

## After the Interview

- **Follow – Up**  
Provide credentials, references, or transcripts requested by the prospective employer as soon as possible. Be sure to write down the name, title, and address of the recruiter. You must send a brief typed letter of appreciation for the interview opportunity.