

12 Steps to a Successful Interview

1. Dress appropriately for the interview. Be clean and neat. Smile!
2. Give a firm, confident handshake to the interviewer (even if your palms are sweaty)
3. Look the interviewer in the eye as you talk. Do not look away or gaze out the window. Give the interviewer your undivided attention.
4. Prepare. Find information on the company. Check out its Web site; pick up a copy of its brochure; ask an employee what products and services the company offers. Then, ask a friend or relative to help with a practice interview.
5. Take a resume and three letters of reference with you to the interview. Give them to the interviewer.
6. Answer questions briefly and honestly. Speak clearly and confidently. Now is not the time to be timid.
7. State exactly what you are interested in doing and why you think you are qualified to do the job.
8. After you have answered the interviewer's questions, it is your turn to ask questions about the job for which you are applying.
9. When the interview is over, stand up and again shake hands with the interviewer. Tell him or her that you enjoyed the visit and that you look forward to the possibility of being able to join the company.
10. Before you leave, make certain that you understand what is supposed to happen next. Ask the interviewer by what date he or she expects a decision will have been made. Offer to follow up with a phone call in a few days or a week.
11. Smile as you leave.
12. Write the interviewer a brief thank-you note as soon as you get home. Mail it the same day.