

## A. Preparation

1. Determine the requirements and general salary range of the job.
2. Research the organization's products, structure, financial standing, and prospects for growth.
3. Determine the interviewer's name, title, and status in the firm.
4. Prepare (but don't over-rehearse) answers for the questions you are likely to be asked.
5. Develop relevant questions to ask.
6. Dress in a businesslike manner, regardless of the mode of dress preferred within the organization.
7. Take a briefcase or portfolio—with pen, paper, list of questions, two résumés, work samples.
8. Double-check the location and time of the interview, mapping out the route beforehand.
9. Plan to arrive 10 to 15 minutes early; allow 10 to 15 minutes for possible problems en route.

## B. Initial stages of the interview

1. Greet the interviewer by name, with a smile and direct eye contact.
2. Offer a firm (not crushing) handshake if the interviewer extends a hand.
3. Take a seat only after the interviewer invites you to be seated or has taken his or her own seat.
4. Listen for cues about what the questions are trying to reveal about you and your qualifications.
5. Assume a calm and poised attitude (avoiding gum chewing, smoking, and other signs of nerves).

## C. Body of the interview

1. Display a genuine (not artificial) smile, when appropriate.
2. Convey interest and enthusiasm.
3. Listen attentively so that you can give intelligent responses (taking few notes).
4. Relate your knowledge and skills to the position and stress your positive qualities.
5. Keep responses brief, clear, and to the point.
6. Avoid exaggeration, and convey honesty and sincerity.
7. Avoid slighting references to former employers.
8. Avoid alcoholic drinks if you are interviewed over lunch or dinner.

## D. Salary discussions

1. Let the interviewer initiate the discussion of salary, but put it off until late in the interview if possible.
2. If asked, state that you would like to receive the standard salary for the position.

## E. Closing stages of the interview

1. Watch for signs that the interview is about to end.
2. Tactfully ask when you will be advised of the decision on your application.
3. If you're offered the job, either accept or ask for time to consider the offer.
4. With a warm smile and a handshake, thank the interviewer for meeting with you.

## WHAT EMPLOYERS DON'T LIKE TO SEE IN CANDIDATES

- ☒ Poor personal appearance
- ☒ Overbearing, overaggressive, conceited demeanor; a "superiority complex"; "know it all" attitude
- ☒ Inability to express ideas clearly; poor voice, diction, grammar
- ☒ Lack of knowledge or experience
- ☒ Poor preparation for the interview
- ☒ Lack of interest in the job
- ☒ Lack of planning for career; lack of purpose, goals
- ☒ Lack of enthusiasm; passive and indifferent demeanor
- ☒ Lack of confidence and poise; appearance of being nervous and ill at ease
- ☒ Insufficient evidence of achievement
- ☒ Failure to participate in extracurricular activities
- ☒ Overemphasis on money; interest only in the best dollar offer
- ☒ Poor scholastic record; just got by
- ☒ Unwillingness to start at the bottom; expecting too much too soon
- ☒ Tendency to make excuses
- ☒ Evasive answers; hedges on unfavorable factors in record
- ☒ Lack of tact
- ☒ Lack of maturity
- ☒ Lack of courtesy; ill-mannered
- ☒ Condemnation of past employers
- ☒ Lack of social skills
- ☒ Marked dislike for schoolwork
- ☒ Lack of vitality
- ☒ Failure to look interviewer in the eye
- ☒ Limp, weak handshake