

# **Preparing for a Job Interview**

## **ATTIRE & GROOMING**

### **Men:**

- Dark-colored suit
- Polished dress shoes
- Dark socks
- Belt or suspenders
- Well-groomed facial hair
- Clean and trimmed nails

### **Women:**

- Dark suit with slacks or pencil skirt
  - Appropriate length
- Blouse or button-down top with dark jacket
- Closed-toe shoes with backs
- Conservative make-up and jewelry
- Neutral tone polish or unpolished fingernails

## **WHAT TO BRING**

- Portfolio with paper and pen
- Copy of resume – edited and printed
- Business card recommended

## **PREPARATION**

- Lay out outfit the night before
  - Make sure it is clean and wrinkle-free
- Prepare questions and familiarize yourself with company
- Silence cell phone

## **DISCUSSION TIPS**

- Speak clearly, concisely, and confidently
- Keep eye contact
- Have a firm handshake
- Maintain good posture