

Tips for a Successful Interview

An interview is a very important part of the selection process. The interview can be the most stressful portion of the application process, but it doesn't have to be. The key is to be prepared! Realize that the questions you are asked are to determine if you are the perfect fit for the position. Approach the interview with confidence in your own abilities and allow that confidence to win over the interviewer. Below are suggested tips to help make your interview a success.

- ◆ Wear appropriate clothing. Look professional.
- ◆ Be neat in your appearance. Well groomed.
- ◆ Check yourself in the mirror before leaving home.
- ◆ Arrive 15 minutes early.
- ◆ Know the route and time of travel to interview location.
- ◆ Know where the interview will take place and where you should wait.
- ◆ Practice interviewing with a friend or family member. Anticipate the kinds of questions that might be included.
- ◆ Be familiar with the requirements for the position and what the interview team desires.
- ◆ Be prepared to ask a question to clarify job expectations.
- ◆ Take a copy of your application with you and review it prior to the interview.
- ◆ Do not have any distractions in your hands or lap during the interview.
- ◆ Speak clearly, and at a normal speed. Introduce yourself and shake all the hands of each member of the interview team.
- ◆ Answer questions completely. Don't assume they know the information from your application or letters of recommendation.
- ◆ Maintain a high level of enthusiasm and energy.
- ◆ Thank the interview team for their consideration and time.
- ◆ Remember to make eye contact with each member of the interview team throughout the interview.

