

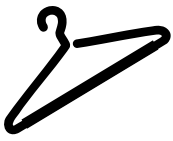
Interview Preparation Tips



Always **RESEARCH** the company you are interviewing with. It gives you an idea of the structure, team size, and type of work they do. You can also research the people in the company to have a better understanding of their backgrounds. Thorough research will help guide your answers and assist in preparing meaningful questions.



PLAN a route to the interview location in advance. Familiarize yourself with the route and potential traffic issues so you aren't delayed. Always allow extra time for unforeseen problems. It is best to arrive five minutes early to allow time for check-in. Please do not walk in more than 10 minutes early.



DRESS to impress. Choose a formal outfit with neutral colors. For men this might mean a suit and tie and for women a blouse and dress pants. Ensure your clothes are clean and neat. You should lay out your clothes the night before. Avoid wearing heavy perfume or cologne, flashy jewelry and casual shoes, such as sandals.



PREPARE answers for questions you may be asked by the interviewer. Review the "Most Common Interview Questions" attachment. While you don't want to memorize exact answers, you do want to think about what you may say so you aren't caught off guard. Also prepare questions to ask during the interview.



Pay close attention to your own **BODY LANGUAGE**. Non-verbal communication is just as important as answering questions well. Smile, establish eye-contact, and sound confident in your answers. Make sure to sit with good posture and avoid unnecessary movements. It is normal to feel nervous, but make sure you don't appear uncomfortable.



Always **COMPARE** your skills and qualifications to the job requirements. Take time to understand what the Hiring Manager is looking for based on the job description, and be prepared to show how your background relates. Make sure to highlight and discuss any specific experiences you have that fit the role well.



ENGAGE in conversation. Keep in mind that interviews are a two-way process. If the interviewer is doing all the talking then you aren't showcasing your interpersonal skills. Make sure to ask questions at the right time. Conversely, make sure you aren't dominating the conversation. Ensure you never cut the interviewer off before he/she finishes speaking.



Keep it **POSITIVE**. Make sure you never speak poorly of past employers or situations you've encountered at work. It's best to keep a positive attitude, even when discussing difficult circumstances. Employers like to know you can handle stressful situations and learn from mistakes without letting emotions get the best of you.