

Planning, Preparing and Successfully Completing your Job Interview

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10 seconds to lose the job

1. LATE	Be on time! “Hey, what’s going on?”
2. Slang	“Sorry I’m late, I got behind some old guy, who was driving about 5 miles per hour.”
3. Excuse	
4. Discriminating	
5. Negative attitude	
6. Blaming others	
7. Lack of tolerance	
8. Not a team player	
9. Shoes	Not dress shoes
10. No belt	
11. Shirt	Tuck it in
12. Shirt	Iron your clothes
13. No jacket	
14. No watch	
15. Chewing gum	

Preparing for your Interview

The Day/Week Before...

- Get enough sleep (**do not stay out late**)
- Get your hair cut
- Fill your gas tank, check oil, tire pressure, etc.
- Wash and clean out your car
- Know where you are going (**have a map, drive the route**)
- Research the company
- Clean and Iron your clothes (**dry-clean if necessary**)
- Buy new clothes if needed (**have at least 2 outfits**)
- Buy quality interview clothes that fit you
- Practice your answers to interview questions

Preparing Yourself

- Shower, wash and use deodorant
- Light on the perfume and cologne
- Wash your hair - conservative style and color (no spikes)
- Trim and clean your fingernails
- Women - clear or conservative colored nail polish
- Neatly cover/bandage cuts, scrapes, etc.
- Light on the jewelry
- Women - small earrings, conservative necklace, bracelet & ring
- Men - no earrings, or jewelry (wedding ring okay)
- Both - No piercings on face or mouth
- Light makeup, hairspray, lipstick, curling iron
- Wear a watch!

Dressing for Your Interview

Warm, conservative colors like blue, gray, brown and black are the least “loud” and offensive.

They convey a calm, serious personality and allow the interviewer to focus on you and not what you are wearing.

Dressing for Your Interview - Women



Business Casual

- Dress conservatively - not loud and bold.
- Blues, grays, browns, blacks - warm colors
- Clean and ironed clothes
- No hats
- Dress shirt or sweater (only top button open)
- Jacket or sweater
- Skirt (at, or below the knee)
- Hosiery (appropriate)
- Dark, closed toe, low heel, clean & polished
- Belt to match outfit, in good shape
- Small purse, in good shape
- Winter jacket - dark, professional, clean

Dressing for Your Interview - Women



Business Professional

- Dress conservatively - not loud and bold.
- Blues, grays, browns, blacks - warm colors
- Clean and ironed clothes
- No hats
- Slacks or skirt with a jacket
- Skirt (at, or below the knee)
- Dress shirt (only top button open)
- Hosiery (appropriate)
- Dark, closed toe, low heel, clean & polished
- Belt to match outfit, in good shape
- Small purse, in good shape
- Winter jacket - dark, professional, clean

Dressing for Your Interview - Men



Business Casual

- Dress conservatively - not loud and bold.
- Blues, grays, browns, blacks - warm colors
- Clean and ironed clothes
- No hats
- Dress shirt - long sleeves (**only top button open**)
- Tie (**button all buttons**)
- Jacket
- Dress pants
- Dark socks
- Dark dress shoes, clean & polished
- Dress belt to match outfit, in good shape
- Winter jacket - dark, professional, clean

Dressing for Your Interview - Men



Business Professional

- Dress conservatively - not loud and bold.
- Blues, grays, browns, blacks - warm colors
- Clean and ironed clothes
- No hats
- Dress shirt - long sleeves (**only top button open**)
- Tie (**button all buttons**)
- Suit (**Jacket and suit pants**)
- Dark socks
- Dark dress shoes, clean & polished
- Dress belt to match outfit, in good shape
- Winter jacket - dark, professional, clean



Bring to Your Interview

- Portfolio of your work samples, etc.
- Any other samples that demonstrate you can do the job
- Extra copies of resume, references, cover letter, job posting
- 2 pens
- Legal pad in a portfolio folder
- 5 questions to ask the interviewer (write them down)
- Information to help you fill out an employment application
- Names of the people you are meeting with (job titles)
- Map with directions
- Phone number of your interviewer (phone if possible)
- Phone number of the company
- Breath mints (before the interview, not during)

During Your Interview

- **Greeting - eye contact, firm hand shake (2 and out)**
- **Keep an interested and enthusiastic appearance**
- **Facial expressions (don't look scared or arrogant)**
- **Sit up in your seat, back straight, confident**
- **No sudden movements or overly excited gestures**
- **No nervous "ticks," foot tapping, pen clicking, etc.**
- **Take your time to answer questions completely**
- **Maintain personal space - 3 feet**
- **Ask to sit down, or to put things on their desk**
- **Allow them to control the interview. You are in control of yourself, your presentation, and your answers.**

During Your Interview

Smile, be enthusiastic, make eye contact often (don't stare), answer their questions with intelligence and eloquence, and give an outstanding presentation of yourself.

Don't gossip, put down your previous employer, or talk negatively, and don't talk about politics, religion, or other sensitive issues.

Focus on communicating to them that you have the knowledge, skills, abilities and enthusiasm to do this job!

Helpful Websites

The following Websites are full of excellent information and advice about landing your first job...

www.careerbuilder.com

www.monster.com

<http://hotjobs.yahoo.com>

www.wwtc.edu/placement

www.collegegrad.com

Remember...

- Practice, practice, practice answering interview questions
- Learn from your mistakes (you will make mistakes)
- Always thank them, shake hands, and discuss the next steps
“When will you be making a decision?”
- Always send a thank you letter