

Surviving the Interview

You've filled out a job application, submitted your resume with a cover letter, and maybe even submitted letters of recommendation ~ *What's next?*

Follow these tips for success and you'll be the next new employee!



- Dress professionally. Show good grooming and hygiene.
- Go alone; if someone gives you a ride, have him or her wait outside.
- Arrive at least 10-15 minutes early.
- Arrive prepared with copies of your résumé and letters of recommendation. (If you have a portfolio – bring it with you)
- Don't chew gum.
- Relax, be yourself, show confidence and enthusiasm.
- Use direct eye contact, proper posture, and body language.
- Leave cell phones and pagers in the car or set on silent.
- Think about questions that might be asked and practice your responses.
- Have questions ready to ask the interviewers related to the company or the job.
- Thank the interviewers for their time.
- Smile and shake their hands before leaving.
- When it's all over, write the interviewers a thank you note.