

Interview Best Practices

- Research the employer and the job you are applying for. You should come to the interview with a basic knowledge of the company, plus additional details you may think are relevant to the job.
- Practice anticipated questions, either in front of a mirror or with another person to get more comfortable.
- Dress appropriately. Be well groomed and dress comfortably as any discomfort may have a negative impact on how you are perceived. You may ask the recruiter or someone you know what the dress code is, and in the end, it is always better to be overdressed than under.
- Arrive 5-15 minutes early. This will give you a chance to observe the environment and to relax.
- Smile and be friendly to anyone you encounter. Sit up straight, maintain eye contact, and avoid folding your arms or touching your face.
- Have your phone turned off and put away with any other belongings.
- Bring 3-5 copies of your updated resume. Most likely you will be interviewed by a committee.
- During the interview, try to be concise with your answers and remain true to yourself. Show your best side possible, be truthful, and express your personality. Share specific examples from your past experiences. Listen carefully to the questions you are asked as your responses should directly answer each question. Avoid talking negatively about previous jobs and employers.
- Prepare questions to ask the interviewers. Be sure they are insightful and truly important to know at that time. Many questions can wait until you've been chosen for the job. Remember you are also interviewing them to see if this job is right for you.

