

Interview Tips

Interviewing Handout #8

Shake the interviewer's hand firmly, when offered.

Don't sit down until the interviewer tells you where to sit.

Maintain eye contact – but don't stare them down.

Smile and be polite.

Don't speak too fast or too slow – let the interviewer set the pace of the interview

Many times the interview will start off with small talk

Body language:

- Certain gestures can make you appear open and flexible.

- Keep your arms at your sides.

- Keep your legs uncrossed.

- Try to avoid nervous habits – tapping foot, fidgeting, pen clicking, etc.

Avoid verbal repetition – “You know; like; kind of; um”

Don't discuss your health.

Don't smoke or chew gum.

Sit up straight and be alert.

Answer questions without rambling.

Be positive and confident, but not arrogant.

Never make negative comments about former employers

Don't bring up salary or benefits – unless a job offer has been made.

Obtain business cards from everyone you interviewed with.

- Including the Secretary and / or Administrative Assistant

- This makes follow-up contacts easier.

Don't forget to ask questions you may have. (And make sure you have questions!)

If the interviewer offers you the job – make sure you want it.