

How to Make Job Interviews Successful

You've clawed, scratched, written, mailed, called, networked, and sought favors. Now is when it counts. Nothing is as important as making the right first impression in a job interview. Here are some tips to help:

- 1) **Be Prepared:** Do everything you can to get ready ahead of time; research the company, anticipate questions, and practice.
- 2) **Dress Professionally:** Wear a professional business suit. When in doubt, it's better to overdress.
- 3) **Get Organized:** Bring a labeled manila folder containing extra copies of your resume, a list of references, and a notepad.
- 4) **Be On Time:** Plan to arrive 10 – 15 minutes early.
- 5) **Always Be Honest:** Answer questions truthfully. It is unethical to lie about skills, past employment, etc.
- 6) **Show Interest:** Lean in, nod, and ask questions to demonstrate your interest.
- 7) **Best Foot Forward:** Always present the best of your qualifications without stretching the truth.
- 8) **Professional Image:** Even if the interviewer has a casual approach, be sure to maintain a professional image.
- 9) **Take Notes:** Once the interview is over, take notes on names and titles, as well as any remaining questions or comments you have.
- 10) **Follow Up:** Write a thank you note within 48 hours after the interview.