

How to be Successful in an Interview

Many people struggle with interviews. An interview means that the hiring manager believes you may be a good match for the job opening, and he or she wants to know for sure. The interview is used to determine whether you are qualified for the position. As the job seeker, use the interview process to determine whether you can be successful in the available position.

Interview Tips:

- Dress Professionally (classic suits, polished shoes, good grooming).
- BE ON TIME!
- Practice interviewing.
- Know some information about the company.
- Go alone.
- Greet the employer with a firm handshake.
- Make frequent eye contact.
- Smile, be polite and relax (it is ok to be nervous).
- Listen carefully to the questions asked, have the employer restate the question if needed.
- Answer questions honestly; be brief.
- Do not talk negatively about past employers.
- Do not use stalling words such as “umm”, “like”, “you know”.
- Thank the interviewer for their time.
- Request a business card (in case you need to call them).
- Shake hands in closing.
- Send a follow-up card or letter to thank the person for considering you for the position and inviting you for an interview.

What you need to ask the employer

- Who would I report to directly?
- What are the challenges of this position?
- Are there opportunities for advancement?
- What opportunities are available for continuing education?

Why you would not get hired

- Untidy personal appearance
- Inability to express information clearly or lack of eye contact
- Lack of interest, enthusiasm or negative attitude
- Incomplete or sloppy application

Resources on the Internet:

http://www.western.edu/career/Interview_virtual/Virtual_interview.htm

<http://www.joblink-usa.com/interview.htm>

<http://tools.monster.com/virtualinterviews/campus/>

[Interviewing Success: collegegrad.com](http://www.collegegrad.com)

<http://www.job-interview.net/interviewbyjob.htm>