

The Interview that Gets You the Job

10 Steps to a Successful Interview

- Arrive on time
- Introduce yourself in a courteous manner
- Read company materials while you wait
- Have a firm handshake
- Listen
- Use body language to show interest
- Smile, nod, give nonverbal feedback to the interviewer
- Ask about the next step in the process
- Thank the interviewer
- Write a thank-you letter to anyone you have spoken to

Facts to Gather Before Interviewing

- Key people in the organization
- Major products or services
- Size in terms of sales and employees
- Locations other than your community
- Organizational structure of the company
- Major competitors
- View of the company by clients, suppliers, and competition
- Latest news reports on the company or on local or national news that affects the company

Other Helpful Tips

- Prepare in advance; practice interviewing with a knowledgeable and objective person, preferably one with experience
- Learn the commonly asked questions; practice brief but thorough answers
- Assess your overall appearance in front of a mirror, fashionably conservative is best
- Be neat, clean, and well-groomed
- Practice the tone of your voice, body language, and facial expressions so that they, as a whole, convey a message of interest to your interviewer
- Have extra copies of your resume
- Have directions and time your commute so that you arrive 10-15 minutes early
- Greet everyone politely and be nice to everyone, you never know who they might be or their influence on the interviewer

Summarized from:

<http://www.ctdol.state.ct.us/progsupt/jobsvrce/intervie.htm>

http://www.jobweb.com/Resumes_Interviews/default.htm