

## I HOW TO PREPARE THE DAY BEFORE AN INTERVIEW ?

- A Research company- go on the internet if possible, learn about the company
- B Directions- people may want to conduct a dry run, or at least know the specific route or what time the buses/train come. **Get there 15 minutes early**
- C Proper Dress-Lay out clothing for tomorrow (if possible shirt, tie and jacket)
- D Nothing Flashy-No bright colors, no hats, no flashy jewelry, no earrings for men, no jewelry on the face
- E Pack resume, pen, references, paper, etc
- F Get a good night sleep
- G One chance to make a first impression, take advantage of it
- H **Smile, be up beat and positive**

## II WHAT TO DO THE DAY OF THE INTERVIEW

- A Wake up early
- B Eat breakfast
- C Good personal hygiene, hair, teeth, eyes, deodorant, look your best
- D No gum or pop, maybe a water bottle
- E You want to stick out from the other candidates in a positive way
- F **Turn phone off before interview**

## III THE INTERVIEW

- A **Firm hand shake**- man or woman (don't try and break their hand) "It's nice to meet you." **Look into their eyes** (Lean their names)
- B Good body language- **SOLE**- Square your body toward the interview, Open, Lean in, **Eye contact**, good posture
- C Be upbeat and positive, repeat their names often
- D Business language- **yes or no**, not yeah or nodding your head. No street language
- E Be able to answer difficult questions- **Felony**, why should we hire you, weaknesses, strengths- practice. Practice with a friend or loved one. Sell yourself
- F Keep hands still, no nervous twitching

## IV CLOSING THE INTERVIEW

- A Questions- Do you offer benefits? Will I be notified either way? When will I be notified?
- B Exit- **Eye contact**, **firm hand shake**, **THANK YOU**. Use their name. If there are multiple people in the interview use all names, or none
- C **Thank you letter (remember you want to stick out, if you are the only one with a thank you letter you stick out)**