



1 Make a good first impression

- Arrive for the interview at least 15 minutes early.
- Be aware the recruiter and other personnel begin to evaluate you the moment you are identified.
- Be confident when meeting the recruiter and shake his or her hand firmly.

2 Keep your answers brief and concise

- Limit your answers to two or three minutes.
- Only include details pertinent to the position to which you are applying.
- Practice answering questions aloud to yourself.

3 Prepare five or more success stories and include concrete, quantifiable data

- Make a list of your skills and key assets.
- Choose one or two examples that illustrate each one.
- Avoid generalities.
- Provide specific, measurable details when discussing your accomplishments.

4 Repeat your key strengths three times

- Describe how your abilities will benefit the employer's goals.
- Repeat your strengths several times and support them with quantifiable evidence.

5 Research the company, product lines, and competitors

- Demonstrate your knowledge and interest in the perspective employer.
- Refer to the employer's name and products or services.
- Be careful not to be negative or offensive. Keep it positive.

6 Ask questions

- Ask questions that demonstrate your preparation for the interview, and that show your genuine interest in the company.
- Write out specific questions you want to ask beforehand.
- Don't inquire about benefits or salary.

7 Maintain a conversational flow

- Use body language and voice intonation to create a conversational interchange between you and the interviewer.
- Be responsive, but let the interviewer lead the discussion.
- Use feedback questions at the end of your answers.

8 Represent yourself and your ideas conscientiously

- Be conscious of your appearance and how you present your ideas.
- Studies have shown that 65 percent of the conveyed message is nonverbal; gestures, physical appearance and attire are highly influential during job interviews.

9 Keep an interview journal

- Write a brief summary of the interview as soon as possible.
- Note any follow-up action that should be taken.
- Consider what you might do differently next time.

10 Make a good final impression

- Remain enthusiastic, courteous, and professional even after the formal interview is concluded.
- Shake the recruiter's hand and thank him or her for considering you.
- Send a brief thank you note after the interview.

Before stepping into an interview, be sure to practice, practice, practice. A job seeker going to a job interview without preparing is like an actor performing on opening night without rehearsing.