Tips for the Interview

BEFORE THE INTERVIEW:
Find out all you can about the company such as:
- Locations of the company’s offices, plants, stores, etc.
- Products or services offered by the company
- Past performances and future plans for the company
- Salary ranges for the position you are applying for
You can gather this information from on-line research, the library, reading articles about the company or from the company’s annual report. It is also possible to call the company and ask the receptionist to tell you something about the company. Be creative!

DURING THE INTERVIEW:
- Be a **minimum** of five (5) to ten (10) minutes **early**!
- Dress very professionally, regardless of the position you are applying for
- Address the interviewer as Mr. or Ms.
- Greet your interviewer with a firm handshake. If it is a committee interview, go to each member individually.
- Present your resume to the interviewer even if you have already sent one
- Do not sit until either your interviewer sits or you are invited to do so
- Make direct eye contact with your interviewer. If it is a committee interview, talk to the group as a whole with emphasis on the person asking the question
- Smile and try to convey that you are relaxed
- Do not talk negatively about past employers; instead mention the experience you gained
- Mention some of the facts from the research you did in preparation for the interview
- Do not ask about salary or benefits, but be prepared for them to ask you. If they ask you what salary you require, give a realistic range from your research above
- Do not mention any personal or family problems
- Convey to the interviewer that you want to stay and grow with the company
- Give the interviewer a reason to hire you

AFTER THE INTERVIEW:
- Wait for the interviewer to stand first
- Shake hands and thank the interviewer or panel members for granting you an interview
- Ask when a decision on the position might be made
- Let the interviewer know that you are very interested in the position (if applicable)
- Follow-up with a **thank you** letter or note
- If you were told the decision would be made on a certain day, follow-up with a telephone call on that day
You want them to know you want the position. **Persistence can definitely pay off!**