

## Interviewing with Confidence

How do **YOU** stand out from the competition so that **YOU** get the job?

1. **Be yourself.** Don't try to memorize answers or speak in clichés (*"I love working with people and multitasking and I'm detail-oriented. I will be an asset to your company and will help you meet your goals."*) Is that really the way you talk every day?
2. **Dress Code:** **Male** – Part-time position? Khakis/dress pants and pressed shirt and sweater or jacket. Professional position? Suit or slacks, jacket and tie. **Female** – Dress, Skirt and Top, or Dress Slacks. No stiletto heels. Absolutely no revealing clothing.
3. Be **conservative** with jewelry, make-up, hairstyle, and perfume/after shave/cologne. Be **generous** with toothpaste and mouthwash.
4. If you smoke, be sure to air out your interview clothes and your car.
5. Show **interest in the job** and the company, quietly or enthusiastically, depending on your personality. *"I enjoy safely operating this type of equipment and will produce a quality product for Widgets R Us."*
6. It's natural to be nervous. Before the interview, take a few deep breaths and exhale slowly. Picture yourself in the job you are applying for.
7. Always **tell the truth**, but please don't go into details about why you lost your job or problems with a co-worker or boss. Never trash talk a former employer. When asked an open-ended question such as "tell me about yourself," be brief. Start out with a few strong sentences about the qualifications you have that match the job requirements, plus a few "employability skills" (i.e. work ethic, attitude, attendance, initiative).
8. Let the interviewer get to know you as a person. Give him/her the confidence to choose **YOU** for the position.

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### Additional Tips

- Know where you're going: don't rely solely on an app or MapQuest. Drive to the site a few days before, at the same time of the interview (so you can see if you will hit traffic or if there is road construction, etc.). Find out where to park and where the main entrance is.
- Arrive 10 - 15 minutes early. Be polite to the receptionist (who may have more influence than you think). Leave your cell phone in the car.
- Take a folder or professional portfolio with extra copies of your resume, references, recommendation letters, and work examples (if appropriate) and information on the company.
- Smile from time to time...even if it feels awkward and make eye contact.
- Thank them (there may be several interviewers) for the interview and immediately follow up with a thank you note to the main contact person.



## Questions to Ask the Interviewer

- Would you please describe a typical workday for this position?
- Do you have time to take me on a brief tour of the facility? May I see where I would be working?
- Are you able to discuss the department goals for this year and how the position I am applying for fits with the overall goals?
- Are there opportunities to be cross trained in the future? (In my last job, I helped in various departments as needed.)
- If you are comfortable with the interviewer, you might ask what he/she likes best about the company or his/her job.

**Please don't "interview" the interviewer!** Questions such as "why did the last person leave this position" or "where can I expect to be in a year?" are not appropriate for a first interview.