

Having a successful Job Interview

The interview is the final step for you to get the job, and is probably the most important one! Here you will need to “sell” yourself as the person best suited to fill in the position.

Here are some guidelines for you to make your interview successful:

Before the Interview

- ✓ **Preparation.** It is very important to have some **preparation** before the interview. You need to get all relevant information about the company, about the position you applied, what kind of questions you expect to be asked, etc. Employers expect you arrive knowing background information about the organization. If you don't, you look like you're not really interested in the job.
- ✓ **Dress Appropriately.** In every job interview, you are going to be judged - at least partially - by how you look. Make sure your clothes are business-like, clean, pressed and conservative; make sure your hair and nails trimmed and clean. When in doubt, always dress more professionally rather than more casually. A two-piece matched suit is always the best choice for both men and women, in navy, gray or black.
- ✓ **Prepare papers.** Always take the Hard copy of your CV, Cover Letter and reference letters with you. Also take any additional certificates. Don't forget also to take a notepad or your planner so you can take notes if needed.

During the Interview

- ✓ **DON'T BE LATE!!!** Arrive 10 to 15 minutes early. If necessary, arrive 30 minutes but not even a minute late.
- ✓ **Turn off your Mobile!** Don't take cell phone calls during an interview. If you carry a cell phone, turn it off during the interview to be sure it doesn't ring. Don't chew gum or smell like smoke.
- ✓ **Be aware of your non-verbal behaviors.** Sit straight, smile as often as you can, maintain eye contact but don't stare the interviewer down, lean forward but not invading the interviewer's space. You want to be enthusiastic, confident and energetic, but not aggressive, pushy or egotistic.
- ✓ **Be ethical.** Don't make negative comments about previous employers or professors. If you sat so, the interviewer will assume that you will do the same for his/her company.
- ✓ **Listen very carefully** to each question you are asked and give thoughtful, to-the-point and honest answers. Ask for clarification if you don't understand a question. It is OK to take a few moments of silence to gather your thoughts before answering. Never interrupt the interview, doesn't matter how anxious you are to answer the question.
- ✓ **Ask Questions.** When asked if you have any questions, be prepared to ask some, such as Future plans of the company, department, etc. Is there any further documentation that might be required, etc.
- ✓ **Always thank the interviewer** for his or her time at the close of the interview and establish a follow-up plan. When the interviewer concludes the interview, offer a firm handshake and make eye contact. Depart gracefully.

After the Interview

- ✓ After the interview, **make notes** right away so you don't forget critical details.
- ✓ Always **send a thank you letter** to the interviewer immediately.. It is good to keep the letter short but to also reiterate your interest in the position and your confidence in your qualifications.
- ✓ If you receive word that another candidate was chosen, you may also send a follow-up letter to that employer, again thanking him or her for the opportunity to interview for the position. Let them know that should another or similar position open in the future, you would love to have the opportunity to interview again.