

Time to Interview

Stay away from the topic of salary and time off during the first interview.

Be upbeat and make positive statements.

Smile, be polite and try to relax.

Maintain eye contact and show interest in everyone involved in the interview.

Listen carefully to the questions asked. Ask the interviewer to restate a question if you're confused.

Show equal respect to all you meet and follow up with a thank you note to each interviewer.



Greet the employer with a handshake and eye contact.

Research the business before the interview and prepare a list of questions you want to ask.

Practice interviewing with emphasis on personalizing your answers and giving examples.

Dress professionally and be neat and well-groomed.

Go alone and arrive a few minutes early.

Take several copies of your resume and cover letter (one for each interviewer).



Appropriate Questions to Ask in an Interview

Ask questions to show interest in a good "fit" instead of simply to get a job.

- What would a typical day be like for me at this position?
- Who would be my supervisor, and what can you tell me about their job?
- What challenges does this business face today, and how are you planning to meet those challenges?
- Do you provide incentives for continual training and development?
- How will my performance be evaluated?
- What is the opportunity for growth within your company?
- Where does the company hope to be in 3-5 years?
- What type of person is likely to be successful in this company?
- What is the industry outlook?
- What is your history with the company?
- What advice do you have for people new to the company?
- What is the most rewarding part of working in this industry/for this company?
- What is your on-boarding/orientation process?
- What is the next step in the interview process?