

THE JOB INTERVIEW

"FIRST IMPRESSIONS"

Employers almost always interview prospective employees in person. The employer wants to meet you to find out your ability to communicate, what your personality is like and what your skills/qualification are for the job. It is very important that you make a good first impression when you meet the interviewer for the first time.

FIRST IMPRESSIONS:

1. Be on time or early for the interview. If you are late for the interview the employer will believe that you may always be late for work.
2. Go alone to the interview. Leave friends outside or at home. The boss might think your friends will be visiting you at work or that you lack self-confidence.
3. Before the interview, learn something about the company. Know what products or services are involved. They may ask what you know about the company.
4. Dress well. Wear clean, ironed clothes. Men can wear a tie and coat if appropriate for the job or to make a better impression, otherwise a clean collared button down shirt and pants are ok. Women can wear dresses, skirts or slacks with a blouse and/or a jacket.
5. Avoid excessive or way-out makeup, clothes or accessories. This tends to draw undue attention to the way you look. Stress qualifications and skills, not looks.
6. Never wear sunglasses, especially mirrored sunglasses to an interview. It gives the impression that you are hiding something and that your answers might not be the truth.
7. Beware of odors, both good and bad. It is just as distracting for the interviewer if you have excessive perfume or after shave on you as it is if you forgot to shower, brush your teeth or use deodorant.
8. Express your interest by your walk, don't lazily stroll into the office. Walking very slowly might give the wrong impression that you are lazy.
9. Stand up straight, hands out of your pockets. Don't lean on the walls or desks. This may give the impression you are lazy.
10. When you sit, sit alertly, don't slouch. It makes you appear lazy.

11. Never sit down until the interviewer offers you a chair. Don't walk in and make yourself at home; it is a formal affair.
12. Shake hands if the interviewer offers to, but not until then. Always shake hands firmly. Men, never offer to shake a woman's hand until they offer you their hand first. Men, always stand up before shaking anybody's hand. It is very impolite and not proper etiquette.
13. Speak clearly and loudly enough to be easily heard. A soft, quiet voice gives the impression that you are either shy or slow.
14. Do not chew gum or smoke. Gum chewing distracts from the interview and may annoy the interviewer. Never smoke, even if this opportunity is offered. When hired, you can work out a place and time to smoke at work. People can be sensitive, be careful.
15. Avoid acting nervously. Try not to fidget, play with jewelry, your hair, items on the desk, etc. Be relaxed, stay calm, be yourself.
16. Watch for reactions from the interviewer. Look for signs of boredom, disbelief or acceptance. Work for positive reactions.
17. Smile and look the interviewer in the eye. Try to make occasional eye contact when answering questions. This shows sincerity and trust.
18. Use proper English. Avoid slang. Be frank and truthful. Avoid arguing and be polite.
19. Avoid using the phrase, "to be honest with you", or "to be truthful with you." When you use these phrases it can be assumed by the interviewer that you have not been honest or truthful.
20. Leave your troubles at home. Don't discuss personal problems.
21. Don't stay too long. Thank them for the interview and leave. It is proper to ask when you will hear if you are hired.

HINTS:

- Be prepared to answer questions before you go for the interview. Try to think of how you would answer commonly asked questions.
- Be flexible about conditions and hours you will work.
- Be prepared to take a test or to demonstrate a skill.
- Bring samples of your work, letters of recommendations, a resume, references, or other items to show your skills and qualifications. A portfolio containing these documents would show these material well. Be prepared to leave the portfolio with the employer so bring copies and leave originals at home.