

Interview Tips

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- **Rehearse the Interview.** Ask a friend or family member to come up with questions and put you through a mock interview or contact us to schedule a [Mock Interview](#). Be prepared to address specific questions about your resume and address issues such as gaps in employment and reasons for leaving your previous positions. Be prepared to answer questions such as:

Why are you interested in this position?

Why did you leave your previous position?

What are your strengths and weaknesses?

How well do you handle stress?

Why are you the best candidate for this position?

Where do you see yourself in the next three-to-five years?

- **Know Where the Company is Located.** Ask us for the company address and phone number. You can look up directions online using [MapQuest.com](#) or [MapBlast.com](#). If you are unfamiliar with the area, drive by the location a day before the interview to ensure you know where it is located.
- **Plan to Arrive 5-10 Minutes Early.** Estimate the amount of time it will take you to drive to the interview location and add 5-10 minutes onto the time so you arrive early. Arriving 5-10 minutes early gives the impression that you are punctual and professional.
- **Dress Professionally.** Business suits are the most professional, but may not always be appropriate. Do a little background research to find out the type of work environment and adjust your attire appropriately. If you know the work environment is casual, then don't wear a business suit. Keep in mind, however, that khakis might be too casual. Slacks and a blouse or shirt and tie are probably a safe bet. Athletic shoes, sweatshirts, baseball caps, mini skirts and revealing clothing are never appropriate! Facial piercings should be removed and tattoos covered up for your interview.
- **Be Polite to Office Staff.** Receptionists and front desk staff have direct lines to the person who will be making the hiring decision. Because you never know what influence someone might have, you should *always* be respectful and polite with everyone affiliated with the company.

- **Be Confident and Professional.** During the interview, maintain a confident attitude. Give the interviewer a firm handshake, sit up straight, and maintain eye contact. *Never* chew gum during an interview. Do not take food or drink into an interview with you. Leave your cellular phone or pager in the car. Do not bring others to the interview with you, especially children.
- **Speak Professionally.** The language you use with your friends and family may not be the appropriate language for an interview. Avoid overusing “like” and “you know.” *Never* use foul language, even if the person interviewing you uses such language.
- **Be Honest.** Answer all questions honestly, without dwelling on the negative. If you had a bad experience at your last employer, state that and move on. Discussing how terrible your last supervisor was can instead make you look like a difficult employee. Briefly explain the situation and move on to more positive topics.
- **End on a Positive Note.** Look the interviewer in the eye, thank them for their time and give a firm hand-shake. As you leave, thank any office staff that checked you in when you first arrived. You may also want to follow-up by sending a thank you note to the person you interviewed with within 24 hours.