



Guidelines for Interviewing

- Research the company (website, Google, etc.) where you are interviewing; there is no excuse not to have a general idea as to what a company does before going on an interview.
- Remember to bring several copies of your resume with you; one to give to each person you are interviewing with and one to use to complete an application (if necessary); bring your resume in a portfolio, DO NOT FOLD IT!
- If you want to take notes during an interview, it is best to ask the interviewer if they mind if you document information during your conversation.
- Dress conservatively; do not reveal any tattoos and try not to wear too much perfume or cologne. Please do not wear open toed shoes under any circumstance. Keep fingernails short and nicely manicured. Unless you are told differently, wear a dark suit (ladies, skirts should hang below the knee).
- Arrive no more than 10 minutes early for the interview.
- Carefully read and complete all required sections of the application (if you fill one out at the interview site) and if you are asked to print, please do so; use black or blue ink only.
- Keep your answers to questions concise and to the point; it's easy to be nervous and to get off subject but try and stay focused on what is being asked. Keep eye contact with the interviewer.
- Have at least 2 questions to ask the interviewer at the end of your meeting.
- Do not ever say anything negative on an interview and don't get too comfortable with the person conducting the interview even if it feels like it's ok to do so.
- Close the interview by thanking them for their time, express your interest in the position. Always shake the interviewer's hand at the beginning and at the end of your meeting.
- Send a thank you note or email after each interview; correspondence should be sent to each person you meet; remember that your notes/emails should be different from one another; bulk emails are NEVER a good idea and remember to have someone PROOF YOUR WORK!
- Call your recruiter right after the interview.
- Make sure you are comfortable with the content of your Facebook/MySpace pages.