

## GOING FOR AN INTERVIEW? THEN PREPARE!

### GENERAL TIPS

- Obtain as much information as you can about the company to help you to ask relevant questions.
- Know the time, date and place of the interview and the interviewer's full name and title.
- Ensure that you fully understand the job description of the position for which you are going to be interviewed.
- Plan to be 15 minutes early in anticipation of traffic problems or other unanticipated delays. Also, know where you're going. If possible, acquaint yourself with the route. Late arrival for a job interview is never excusable.
- Dress professionally (i.e. proper business dress).
- If presented with an application, fill it out neatly and completely.
- Ensure to shake the interviewer's hand firmly.
- Speak slowly and clearly. Don't rush your answers.
- Stress accomplishments.
- Ensure to answer every question fully and honestly.
- Don't jump ahead or give more information than what is required.
- Ensure that you are consistent in your answers throughout all interviews.
- Don't answer with a simple "yes" or "no". Explain answers where possible.
- Avoid saying anything negative about present or previous employers or co-workers.
- Ask questions to show interest in the Company and the position.
- Ensure they know you are interested in the position; never close the door on an opportunity.
- Look alert and interested at all times and look the interviewer in the eyes.
- Relax, smile and have a positive attitude. Give the appearance of energy as you walk.