

Name: _____

THE JOB INTERVIEW

A SUMMARY OF WHAT TO KEEP IN MIND FOR THE BIG DAY

- ARRIVE EARLY (5-10 MINUTES)
- DRESS APPROPRIATELY: "ONE STEP ABOVE THE JOB YOU WILL BE DOING"
- HAVE ALL THE DOCUMENTS YOU NEED: RÉSUMÉ, COVER LETTER, APPLICATION FORM, REFERENCES
- YOU HAVE THE FIRST FIVE SECONDS TO MAKE A GOOD IMPRESSION
- SHAKE HANDS, AND WAIT TO BE ASKED TO SIT DOWN
- SIT UP STRAIGHT
- MAKE EYE CONTACT
- ANSWER QUESTIONS WITH MORE THAN "YES" AND "NO"
- BE NATURAL AND BE YOURSELF
- BE HONEST. IF YOU DON'T KNOW SOMETHING... ASK!
- SPEAK CLEARLY
- SHOW YOUR ENTHUSIASM
- BELIEVE IN YOURSELF: SMILE AND HAVE A POSITIVE ATTITUDE
- LISTEN CAREFULLY TO EACH QUESTION
- TAKE NOTES IF IT HELPS OR ASK FOR A COPY OF THE QUESTIONS
- REMEMBER YOUR INTERVIEWER'S NAME, AND USE IT: "IT WAS VERY NICE TO MEET YOU _____ (NAME OF INTERVIEWER) "