

# The Common Sense Side of Interviewing

1. Be on time; plan to arrive 10-15 minutes early.
2. Know the interviewer's name and how to pronounce it. If you don't know, ask the receptionist.
3. Bring extra copies of your resume. Also bring a copy of your transcripts, a list of references, and pen and paper for jotting down information after the interview.
4. Pay attention to your posture, eye contact, and other non-verbals.
5. Think “inward” not “outward”.If you think “inward” you are concentrating on your qualifications, what you can offer the company, and what makes you qualified. If you think “outward” you are concentrating more on how you look, how nervous you are, or if your hair looks good.
6. Dress appropriately and professionally; a business suit is appropriate for most interviews. Make sure your hair and nails are neat and clean. Polish your shoes. And wear little or no perfume/cologne. Jewelry should be conservative.
7. Be prepared for some personal questions and be able to talk about the experiences and knowledge you have. Look over typical interviewing questions and think about how you will answer them. Think about doing a mock interview in the Pomerantz Career Center.
8. Be sure you understand the question. If not, ask for clarification.
9. Emphasize the positive and use examples to back up your statements.
10. Research the company ahead of time. Know what their product or service is, who they serve, and who their competitors are.
11. Don't interrupt or be rude.
12. Let the interviewer bring up the subject of salary. This may not occur until after an offer is made. However, be prepared for the question, “What salary are you expecting?”
13. Emphasize what you can do for the organization.
14. Never slight a former employer, teacher, or institution. If there were problems with previous experiences, try to make your answers positive.
15. If you catch yourself making an error, correct it. Don't try to cover up.
16. Don't expect an offer on the spot. Job searching takes time.
17. **BE YOURSELF!** You don't want to get hired on the basis of something you are not.