

Top Ten Tips for Winning Interviews – Telephone or in Person

1. Dress appropriately: be well groomed, don't chew gum or eat/drink during an interview, and avoid smoking before an interview
2. Arrive 10-15 minutes early for interview and turn off cell phone, pager, PDA alarms, etc.
3. Research employer, position, interviewer, industry, etc.
4. Be familiar with commonly asked interview questions and the various types of interview questions asked
5. Research and prepare responses for commonly asked questions and rehearse – in front of a mirror or with a friend!
6. Always have 3-5 questions prepared to ask the employer
7. Bring a pen, notepad, and other relevant documents (extra resumes, letters of recommendation, etc.) to the interview and have them organized neatly in a portfolio or briefcase
8. Avoid being negative about your present and/or previous employers, jobs, or bosses
9. Avoid inquiring about total compensation (salary, vacations, benefits, bonuses, retirement, etc.) on the initial interview
10. Thank the interviewer after the interview and also send follow-up/thank you letters/e-mails the next day