Congratulations!  
You got the job interview.

You and your potential employer will soon get to know each other, decide whether or not there's a fit that fulfills your mutual needs and, hopefully, negotiate an offer of employment. How well are you prepared? The tips in this brochure will help you make a positive first impression, interview successfully—and negotiate your salary.

Successful interviewing begins with preparation.

Well in advance of your interview day you should:

- Research the company, the industry and its competition. Use the Internet!
- Prepare a list of situations or tasks you have successfully handled. Be prepared to describe what actions you took and what the results were.
- Prepare answers to some of the most commonly asked interview questions.
- Rehearse your answers. Practice with someone else if you can.
- Determine what makes you the ideal person for the job.
- Make a list of questions to ask your interviewer about the job, your responsibilities, the work environment.
- Update your reference list and include only individuals who are aware they may be contacted.

Before the interview...

Review and rehearse your prepared questions and answers.

Have several copies of your resume and references with you along with a notepad and a pen to take notes during the interview.

Dress for success! Suitable business attire is essential. The best option for men or women is always a suit in black, navy or gray. Men should always wear a tie. Hair should be neat, clean and conservatively styled. Shoes should be conservative, clean and polished.

Arrive at least 10 minutes early for the interview, or earlier if asked. If you have to wait, use the time to review your questions and answers or fill out paperwork. Complete forms neatly and thoroughly.

Always greet the receptionist warmly and professionally. The impression you make could help or hinder your chance for getting the job.

Stand up to greet your interviewer with a firm handshake, smile and make eye contact.

Don't...

- Smoke prior to the interview or wear heavy cologne or perfume.
- Carry your cell phone with you if it's turned on. Leave it behind or turn it off!
- Make excuses if you're late. Apologize and move on.

During the interview...

Sell yourself! Use the answers you've prepared for open-ended questions like, "Tell me about yourself," to leave the interviewer with a clear picture of who you are and what you have to offer.

Put a positive spin on your answers to difficult questions. If you lack a particular skill, be sure to emphasize how quickly you learn. Cite an example of a similar situation.

Try to relax and enjoy the conversation. Be confident. You're getting acquainted with your potential future employer! Don't forget, this is your chance to ask questions about the company.

Thank the interviewer as you are leaving; be sincere. If you're interested in the position, say so. Ask what the next steps are and ask for a business card.

Don't...

- Raise questions about salary, bonuses, or benefits. If the company is interested in you, you'll be told about them.
- Discuss personal problems.
- Malign a current or former employer or associate.
- Use slang, jargon or profanity!
- Interrupt the interviewer!

After the interview...

Follow up with a thank you letter. Thank the interviewer for taking the time to meet you, and reiterate how you think you could be a benefit to the company.

Think about your performance and whether there are answers you might want to rework for another interview.