

# Preparing for the Interview

1. Take time to prepare: Have a set agenda on what you want to get across in this interview.
2. Think about how your experience in work, classes, and activities can relate to the job you're seeking.
3. Smile and be positive
4. Be able to articulate your qualifications. Tell a story!
5. Relate what you are saying and how it can benefit the company
6. Pay attention to your non-verbals. (Eye contact, voice projection, posture or nervous habits.
7. Speak slowly and clearly
8. Keep the "ums" to a minimum
9. Generate a list of quality questions for the employer
10. Grades may be a topic. If your grades are low, be prepared to explain
11. If you get stuck on a question, it's ok to pause or ask for clarification.
12. Do not trash previous employers.
13. Be honest and sincere.
14. Confirm the date, time and location of interview and DON'T BE LATE.  
(unless there is an emergency, then call)
15. Remember, the employer will make a decision in less than 30 seconds whether he/she is interested in you,. Dress appropriately, be clean and neat, down to the polished shoes and your portfolio
16. Get the correct spellings of the interviewer's name and title and send thank you notes immediately.
17. Always ask, what is the time table and the next step in the interview process
18. Ask for the job!