

# Get Ready For An Interview

An interview is a way for employers to get to know more about you and decide whether you are a good fit for the company and the position.

## Act and Dress the Part

Have a professional image when you go to the interview. Wear business attire and use proper etiquette.

## Be Prepared

Try to think of answers to possible questions ahead of time. Review the Interview Questions sheet and other resources in the Career Discovery Center to see the kinds of questions you may be asked. Use your knowledge of the company and yourself to identify why you are the best person for the position. Be prepared to tell them why when you answer their questions.

## Research the Employer

Learn as much as you can about the employer prior to the interview. This demonstrates that you are interested in the job. Your knowledge will help you ask thoughtful questions in the interview. If you have not done your homework, you won't be able to answer the important question of why you would like to work for the employer. Otherwise, you may sound like you would take any job.

## Interviewing Hints

- Silence is OK - Interviewers are used to moments of silence when you are thinking of an answer. Don't feel uncomfortable and take your time thinking of your response.
- Turn Cell Phones Off - Getting a phone call in the middle of an interview doesn't impress the employer. Avoid the disruption by turning your phone off or not bringing it at all.
- Address the Employer - Always have direct eye contact when the employer is asking a question or you are answering. This shows that you are confident and self-assured.
- Prepare Questions to Ask - You are not the only person that answers questions during an interview. At some point, you will be allowed to ask the interviewer questions about the position, company, and anything else you can think of.
- Send a Thank You Letter - Immediately following the interview write a thank you letter to the interviewer, and allows you one more opportunity to make a good impression. It also reminds the interviewer of your skills and anything else that you forgot to mention in the interview.