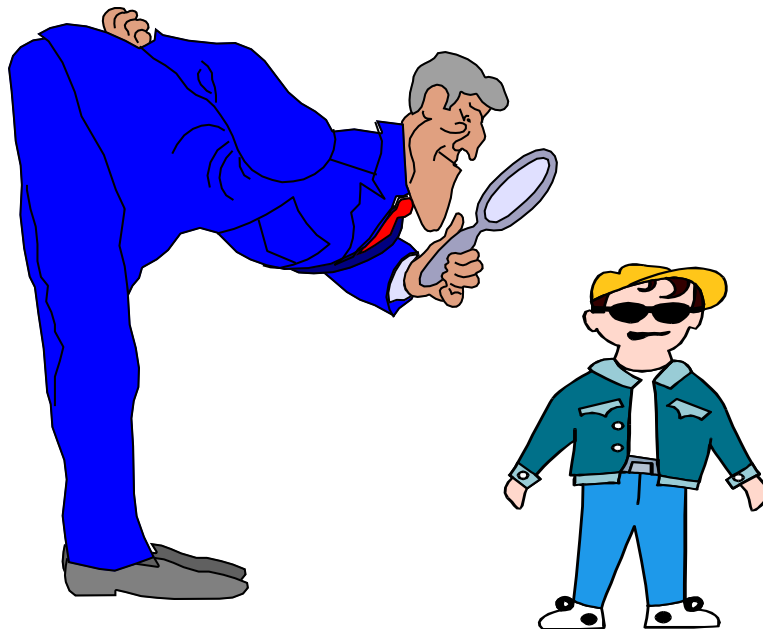
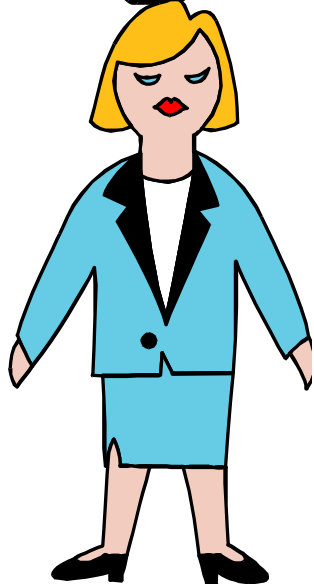
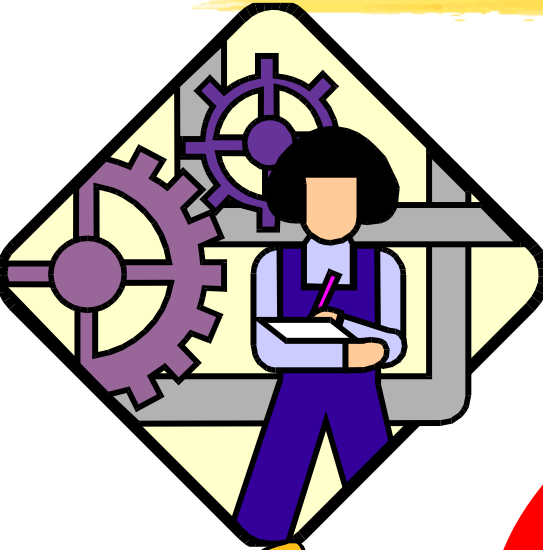


Why Should I Hire You?



**Tips for a successful job
interview**

Make a good impression

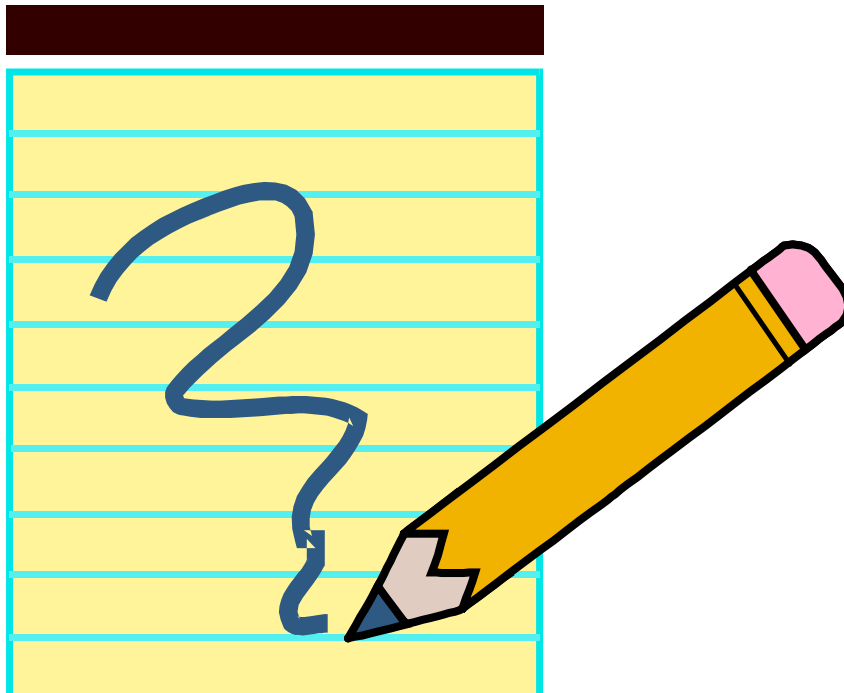


- ⌘ Dress in the most conservative manner appropriate for the job.

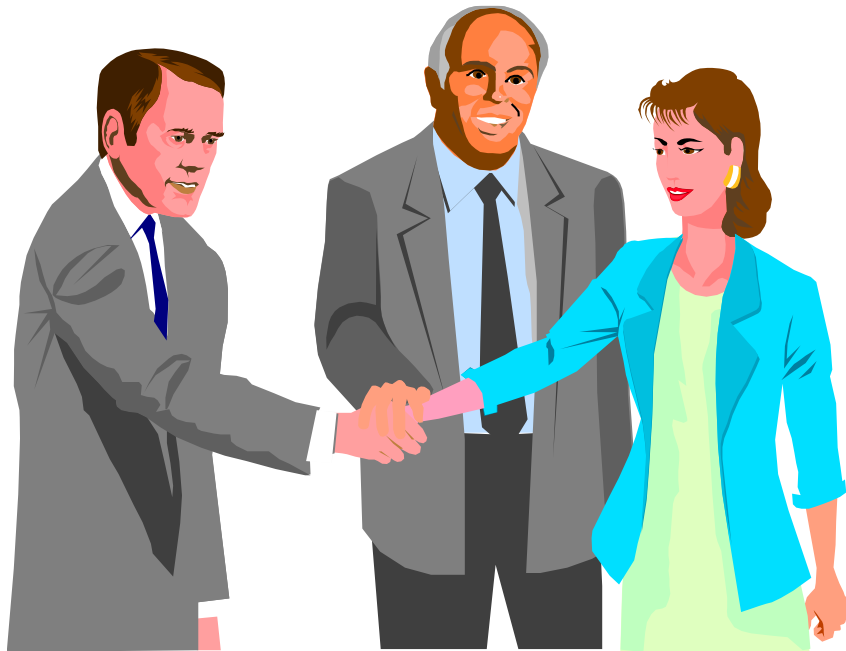


- ⌘ Arrive at least 10 minutes early.
- ⌘ Do not be late.
- ⌘ Read any organizational literature while you wait.

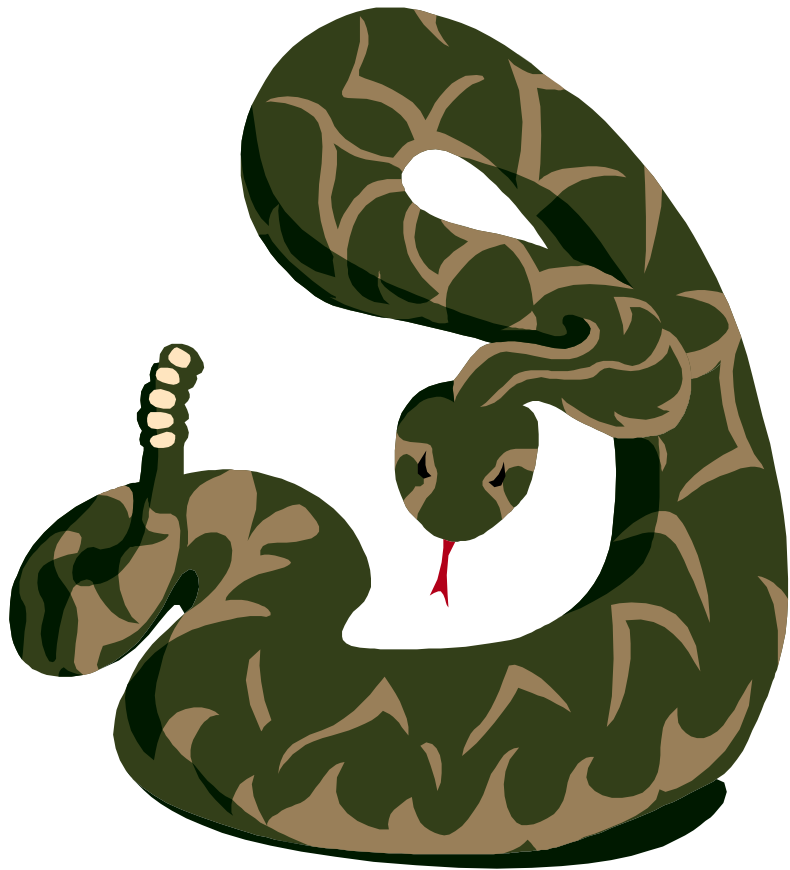
What to bring:



- ⌘ 3 resumes
- ⌘ Portfolio
- ⌘ Pen (no chewed up pencils)
- ⌘ Small notebook
- ⌘ Info for application
- ⌘ Breath mints



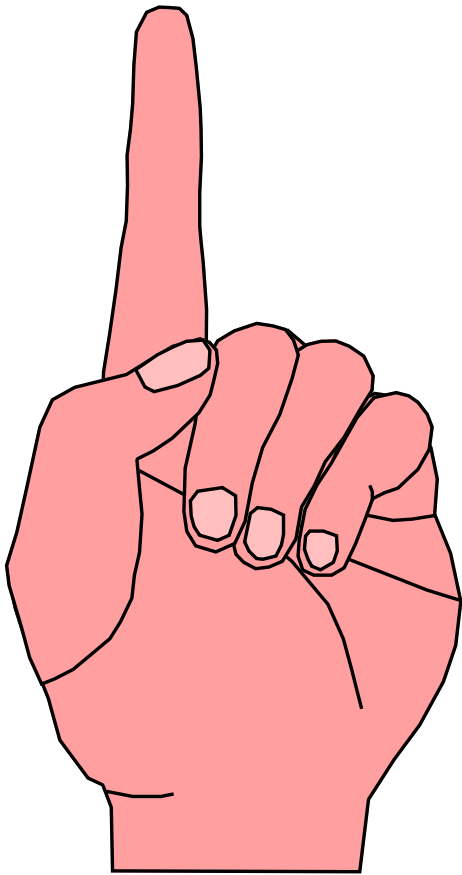
- ⌘ Greet interviewer by his or her last name
- ⌘ Stand up and shake hands
- ⌘ Smile



⌘ Look the interviewer
in the eye

☒ (but don't stare at him
or her like a cobra
hypnotizing its prey)

Relax



⌘ Don't fidget

- ☑ no twiddling thumbs
- ☑ no tapping pencil
- ☑ no whistling
- ☑ no stretching
- ☑ no scratching
- ☑ no cleaning fingernails
- ☑ no nose picking
- ☑ no chewing gum
- ☑ no excessive mannerisms

Be yourself



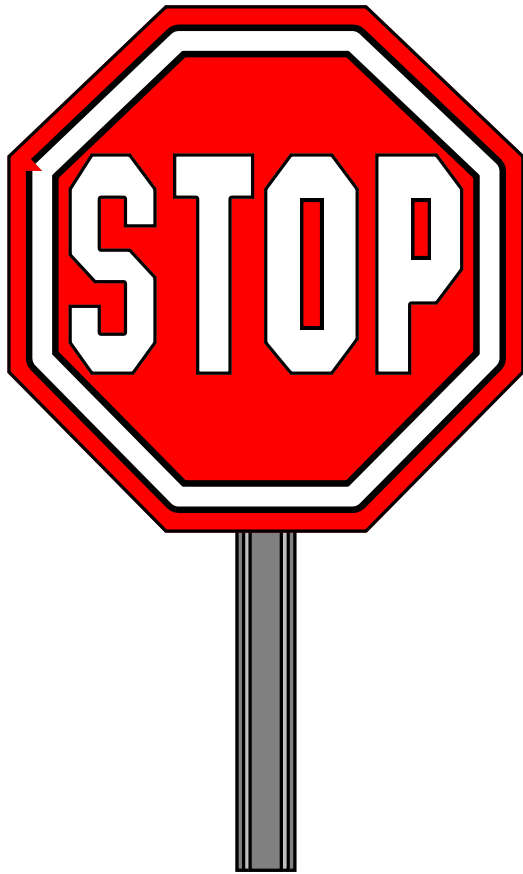
- ⌘ Demonstrate confidence
- ⌘ Display a sense of humor but don't joke around
- ⌘ Use positive language
- ⌘ Think before answering difficult questions

Be prepared for



- ⌘ Open-ended questions
- ⌘ Prove-it questions
- ⌘ Plural questions
- ⌘ Silence
- ⌘ Illegal questions

Taboo subjects



- ⌘ National origin
- ⌘ Race
- ⌘ Sexual Orientation
- ⌘ Love and marriage
- ⌘ Age
- ⌘ Disabilities
- ⌘ Economic status
- ⌘ Religious beliefs
- ⌘ Criminal record

What else do I say?



- ⌘ Use the interviewer's name during the interview.
- ⌘ Answer questions truthfully
- ⌘ Have prepared questions about the job and company

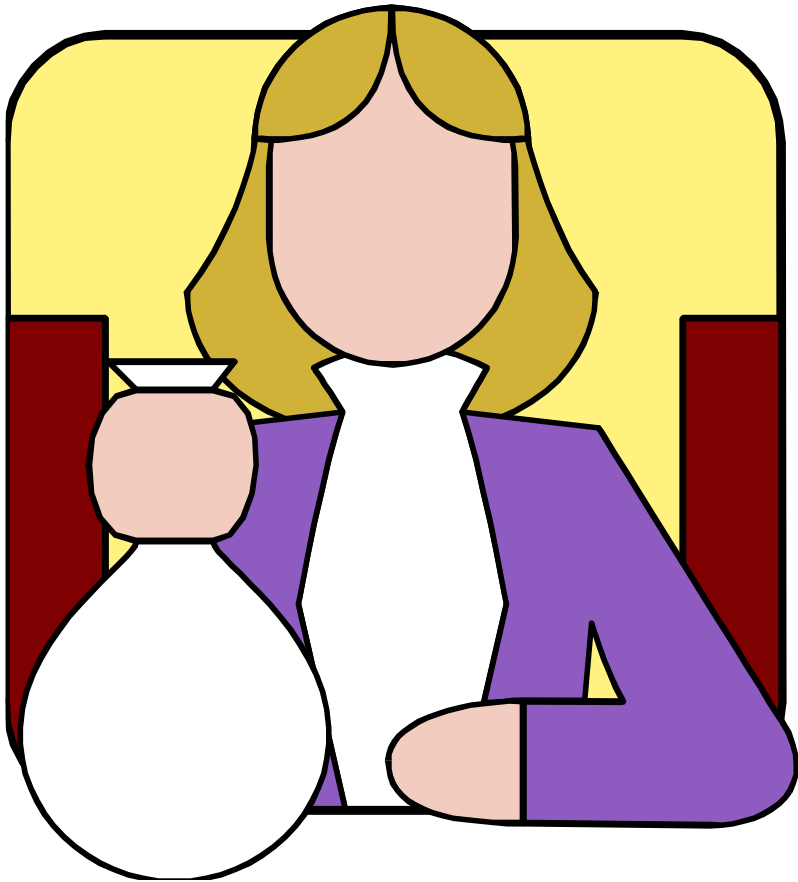


⌘ Say this often:

☑ "I consider myself to be a team player

☑ yet I also work very well independently."

Focus on what you have to offer the company, not what you want



- ⌘ Don't ask how much the job pays
- ⌘ Don't ask about vacations, bonuses, raises
- ⌘ Don't bring up negative information about past jobs
 - ⏏ (it makes you look like a whiner who can't accept responsibility)

When it's over

⌘ Thank the interviewer

⌘ Send a follow up note
(or call) to thank the
interviewer

