

## **BEFORE THE INTERVIEW**

- Know the name and title of your interviewer
- Ask where to park and get specific directions
- Take several copies of your resume and reference list to the interview

## **AT THE INTERVIEW**

- Arrive at least 15 minutes early
- Greet your first contact person politely
- Smile and greet the interviewer(s) with a firm handshake and look him/her in the eye
- Sit up straight and lean slightly forward
- Maintain conversational eye contact

## **AT THE CLOSING OF INTERVIEW**

- Ask for a business card if one is not offered
- State your sincere interest in the position
- Ask how the selection process will continue
- Thank the interviewer(s)

## **AFTER THE INTERVIEW**

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## **Step two: Research the position**

- Try to locate a friend, neighbor, or networking contact who is familiar with the position and ask specific questions about the job.
- Visit the organization's web site for a detailed description of the job. Notice each element of the description and consider how your experience relates to each.
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14. What two or three things are most important to you in a job?
15. What do you know about our company?
16. Why do you want to work here?
17. What two or three accomplishments have given you the most satisfaction? Why?
18. How has your colleague

## **ILLEGAL QUESTIONS**

Occasionally interviewers ask an illegal question. This is a question that does not pertain to the nature of the job or your ability to do that job. It is illegal for an employer to ask you about your race,