

Boxwood Weekly – Job Seeker Interview Tips

After weeks of job hunting your hard work has finally paid off. Your carefully crafted resume has resulted in an interview at one of your top choices of employment. With the current economy, other job seekers will be just as qualified as you are. With that being said, it is even more important for you to stand out by being the best candidate the employer interviews. You can perfect the art of interviewing with preparation and practice.

Before the Interview:

- Make a list of your relevant skills and accomplishments.
- Learn as much as you can about the organization. Check out their website for details. This will give you a feel for the company's history, work environment and job requirements.
- Create a list of questions the interviewer is likely to ask and prepare your answers.
- Make a list of questions that you, a potential employee, want to learn about the job.
- Dress in a professional manner (business suit).
- Keep jewelry to a minimum and avoid wearing too much makeup.
- Arrive at least 15 minutes early.
- Bring copies of your resume and any professional references.
- **Most importantly**, turn off your cell phone.

During the Interview:

- Be confident in your abilities.
- Never speak negatively about your current employer.
- Become familiar with different types of interviews and what questions or issues are appropriate. Friends, family or co-workers can be helpful in your preparation.
- Try practicing the interview in advance. Have a trusted colleague role-play with you and tape the results. Ask for constructive criticism and suggestions.
- It may not be appropriate to address salary and benefits at the first interview unless the interviewer introduces the topic.
- Maintain eye contact with the interviewer and pay attention to your body language. Sit up straight and speak clearly and slowly, with confidence.

After the Interview:

- Exchange business cards or contact information as necessary.
- Thank the interviewer upon leaving. Give a firm handshake and a warm smile. Leave the impression with your interviewer that you like the company and let them know once again how much you are interested in the position.
- Once you have left, jot down important points as reminders for future reference.
- Follow up by sending a thank you note to the interviewer.

The purpose of an interview is to generate an employment offer. It is a crucial element in the employment process and an opportunity to make an excellent first impression. Stay calm and do not let the pressure get to you. After all, your interviewer has been in your exact position at least once in their life. Good luck!