

Ten Terrific Tips and Tricks for Interviews

Interviews can actually be easy and stress-free! By following the tips and tricks below, have a smoother interview and get that job that you have been dreaming of.

1. **Arrive early.** Make sure to arrive at least 15 minutes early. Never arrive late; first impressions are important! If you are taking public transportation, map your schedule ahead of time and take into account factors like traffic and weather.
2. **Dress to impress.** Try and look the part by dressing up for the job you want to have. Always assume business professional attire is necessary; a dress or suit pants or a skirt with a blouse for a woman and dress pants with a shirt and tie for men is typical. Keep make-up and jewelry to a minimum.
3. **Smile!** Most people want to work with those who are personable and get along well with others. A small smile can go a long way; make the interviewer believe you are genuinely happy and excited to be considered for this position.
4. **The grand entrance.** When going into the interview, stand straight and give off confidence. Make eye contact with the interviewer, give a firm handshake, and introduce yourself. Thank the interviewer for their time and consideration.
5. **Question time.** Prepare for questions by practicing answers to what might be asked. With each position, there are often job-specific questions about tasks you may have to complete if offered the job. Additionally, there are the stereotypical interview questions which include: what are your strengths and weaknesses? Where do you see yourself in 5 years? 10 years? What can you personally bring to this job?
6. **Be positive.** Always try to put a positive spin on things; it is always a good trick to turn your weaknesses into strengths. This does not mean you should lie about your weaknesses, nobody is perfect. For example, instead of saying you do not have experience with a certain task, mention your eagerness to learn a new skill and how you are a quick learner. Do not say anything negative about a former job or a former employer.
7. **Take your time.** You do not have to spit out answers immediately. It is encouraged to pause briefly to think of a meaningful response. Try and keep a copy of your resume in front of you to refer to if you have any questions.
8. **Ask questions.** Always have one to two good questions to ask your interviewer. Do some research ahead of the interview about the company and take note of anything during the interview that is mentioned that you may not be familiar with. Questions should demonstrate your interest in the position and the type of work you will be completing.
9. **Thank You!** After the interview be sure to send a thank you note to the interviewer. Thank them for their time and consideration and for the opportunity to interview with them.
10. **Breathe.** The hard part is over! When contacted by the interviewer, remember to express your gratitude whether or not you receive an offer. Don't be discouraged if you do not get an offer. Each interview is more practice for the next. Nobody goes through life having only one interview, and practice makes perfect so keep trying!