



## **21 Interviewing Tips to Help You Land the Perfect Position**

- Learn as much as you can about the Company you are interviewing with.
- Try to interview early in the day and be 15 minutes early.
- Dress and Groom for success.
- Show courtesy to the receptionist.
- Be yourself...project confidence and have the attitude that you will be hired.
- Bring a clean copy of your resume and any other information specifically requested by the interviewer in a clean folder.
- Immediately adjust your tempo to that of the interviewer.
- Demonstrate your knowledge of the Company.
- Watch your non-verbal communication.
- Listen to questions carefully and be certain you understand them before responding.
- Never bash a previous employer, client, colleague, etc.
- Ask questions about the future of the Company.
- Emphasize how the Company will benefit by hiring you.
- Be prepared for personal questions.
- Never exaggerate or lie.
- Avoid debate.
- Don't expect a hiring offer on the spot.
- Ask about the Company hiring procedure and what your next step will be.
- Ask how you should follow up after the interview.
- Don't bring up compensation issues until the offer is made unless the interviewer does.
- Follow up with email "thank you" and stating how excited you are about the opportunity to join the Company.