



INTERVIEW PREPARATION TIPS

WHAT TO WEAR

A good rule of thumb is that your interview clothes should be something that you have to buy on a hanger in the store.

Men

- Wear a tie - even if you will never wear one after you get the job
- Wear clothes with a neutral color like blue, black, or grey

Women

- Be conservative. Don't show skin during a job interview
- If you wear a skirt, make sure it hits your knees

QUESTIONS TO ASK

1. Who would be my supervisor? To whom would I report?
2. What do you like the most about working for this company?
3. What are the most challenging aspects of the position?
4. Are there opportunities for training and professional development?
5. Are there opportunities for advancement within the organization? Did the previous person in my position advance within the company?

TRAITS EMPLOYERS ARE LOOKING FOR IN APPLICANTS

Try to give concrete examples of some of these traits during your interview:

| | | |
|-----------------|----------------|-------------------|
| Creative | Problem Solver | Good Communicator |
| Hard Worker | Team Player | Adaptable |
| Take Initiative | Self-Driven | Reliable |

INTERVIEW DEAL BREAKERS

- Being late for the interview – DO NOT BE LATE. This is unacceptable. If you are late, call and let them know, even then you will be starting the interview out on the wrong foot
- Don't talk badly about past employers or co-workers. Stay positive during the entire interview!