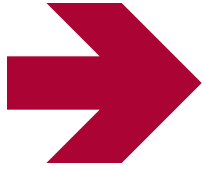


INTERVIEWING QUICK TIPS



1.

Look Sharp: Before the interview, select your outfit. Depending on the industry and position, get out your best clothes and check them over for spots and wrinkles. Even if the company has a casual environment, you don't want to look like you slept in your clothes. Above all, dress for confidence.

2.

Be On Time: Never arrive late to an interview. Allow extra time to arrive 10 to 15 minutes early, allowing for factors like getting lost and traffic.

3.

Do Your Research: Researching the company before the interview and learning as much as possible about its services will give you an edge in understanding the addressing the company's needs. The more you know about the company and what it stands for, the better chance you have of selling yourself. You should also find out about the company's culture to gain insight into your potential future happiness on the job.



4.

Be Prepared: Bring along a folder containing extra copies of your resume, a copy of your references and paper to take notes. You should also have questions prepared to ask at the end of the interview.

5.

Show Enthusiasm: A firm handshake, a pleasant smile, and plenty of eye contact demonstrates confidence. Speak distinctly in a confident voice, even though you may feel nervous.

6.

Listen: One of the most neglected interviewing skills is listening. Make sure you are not only listening, but also reading between the lines. Sometimes what is not said is just as important as what is said.

7.

Answer the Questions: Candidates often don't think about whether or not they actually are answering the questions asked by their interviewers. Make sure you understand what is being asked, and get further clarification if you are unsure.

8.

Be Specific: One specific example of your background is worth more than several vague stories. Prepare your stories before the interview. Give examples that highlight your successes and uniqueness. Your past performance can indicate your future performance.



9.

Ask Questions: Many interviewees don't ask questions and miss the opportunity to find out valuable information. Your questions indicate your interest in the company or job.

10.

Follow Up: Whether it's through e-mail or regular mail, the follow-up is one more chance to remind the interviewer of all the valuable traits you bring to the job. You don't want to miss this last chance to market yourself. Send a thank you card or letter.