

## 7 interview tips

So, you just got laid off? Are you a recent graduate? Maybe just looking for something that pays a little more? Whatever your motivation, you've found yourself searching for a new job. To land that job, you'll need to learn how to ace the interview. Here are seven steps to get you started:

**BE ON TIME** You'd be surprised how many otherwise-great candidates show up at 2:30 for a 2:30 interview. As the saying goes, "To be early is to be on time, to be on time is late, and to be late is unacceptable." *Shoot for being 15 minutes early.*

**APPEARANCE** A good rule of thumb here is to *dress for the job you want*, not the one you have. For example, if you're a college student used to wearing jeans and a hoodie-but you're applying for an entry level accounting position-dress as if you're showing up to your first day of work as an accountant. This means dress shirt, dress pants, tie, etc. Your physical appearance is the first impression that is made-make sure it's a good one!

**NONVERBAL COMMUNICATION** Actions speak louder than words. Try to look interested! Don't slouch down in the chair, be sure to smile, and have a warm, friendly handshake. Project a sense of *healthy pride*-if you aren't confident in yourself, why should we be?

**GOSSIP** We want to hire YOU, not hear about your past bosses and how mean they were. The same goes for coworkers: don't bad mouth anyone! If you waste valuable interview time tearing down people behind their back, we will assume you will do the same thing at your next job-which won't be with us.

**HAVE QUESTIONS** A good job interview is not an interrogation session. Don't interrupt the interviewer's questions, but feel free to ask some of your own. In fact, if you don't ask a few thoughtful questions about the company, its heritage, or culture, it might send an unintended message that you aren't really all that interested. Do some research ahead of time (before the interview) so you can ask intelligent questions!

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**DON'T LIE** The most effective way to remain jobless is to lie on your resume or in your interview. *DON'T DO IT!* Even slight exaggerations will eventually be found out. Are you one semester away from a college degree? Don't round up. Be honest. You'd be surprised how effective it is to admit your weaknesses. A little honesty goes a long way towards finding a job.

**KNOW YOUR STRENGTHS AND WEAKNESSES** Are you good with people? Do you have strong communication skills? Does public speaking come easy to you? These are all relevant strengths that could turn the tide of a competitive interviewing process. *Be prepared to back up your claims with specific examples of how you have demonstrated these strengths in the past.* On the flip side, if you have areas you need to work on, be honest about them. The fastest way to stand out in a job interview is honesty.

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