

INTERVIEWING TIPS

Want to make a good impression at an interview?
Keep these tips in mind.

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1

PREPARE BEFORE:

- >) Be well dressed and groomed
- >) Research the company or organization and think about how you “fit”
- >) Prepare questions to ask
- >) Prepare documents to bring (resume, list of references, working papers, social security card, etc.)
- >) Practice ahead of time
- >) Get directions

2

IMPRESS DURING:

Make a good first impression

- >) Arrive 10–15 minutes early
- >) Go in alone
- >) Turn off your cell
- >) Don't chew gum, eat, or drink
- >) Show a relaxed, friendly attitude to everyone—not just the interviewer

Impress during the interview

- >) Greet the interviewer properly
- >) Listen carefully; answer questions using examples
- >) Keep answers short and to the point; never interrupt
- >) Collect your thoughts if you need to
- >) Use good body language
- >) Be yourself; stay positive
- >) Ask questions; express interest

Concluding the interview

- >) Shake hands and thank the interviewer
- >) Express interest in the job
- >) Ask for a business card
- >) Ask about their hiring plans

3

FOLLOW UP AFTER:

- >) Write a thank you note
- >) Follow up after an appropriate time period
- >) Write a thank you note even if you were not hired

4

GET OTHER HELPFUL INTERVIEWING TIPS AND INFORMATION HERE:

- >) Get interview tips about dress, what qualities employers are looking for, and more:
<http://www.groovejob.com/resources/interview/tips>
- >) Look at a list of typical interview questions:
<http://www.adventuresineducation.org/HighSchool/Jobs/Interviews/interviewquestions.cfm>
- >) See a sample thank you note:
<http://www.adventuresineducation.org/HighSchool/Jobs/Interviews/interviewfollowup.cfm>
- >) Find more tips for acing different types of interviews like on-campus interviews and job fairs:
<http://www.collegegrad.com/intv/>