

## Successful Interview Tips

If you are chosen for an interview, you are one of the few. Whether it is for a mock interview or a real interview, be ready to sell yourself.

I am going to give you a few suggestions to help you land that job!

Come prepared for the interview by researching the business. Know the company's mission and core values, where the business is located, how it was started, what the business produces, and if relevant, what type of machinery or electronics they use. Pretend that you need to "sell" this business to someone else, and what information would one want to know. In an interview, companies state that if you have not researched us, we don't want you! Most businesses ask, "What do you know about us?"

Always have multiple copies of your resume and cover letter with you to give to the interviewer or interviewers. Questions are sometimes developed on the spot from your resume and cover letter.

There are always a few questions that interviewers typically ask. Be prepared to answer these questions by planning an answer ahead of time. These questions are:

1. Tell me a little bit about yourself. From the start of this question, give the interviewer some background information as to how it relates to this specific job by indicating your program, your passion, your experiences, and how your skill set (tie the job description to your skill set) will bring added value to this specific business.
2. Why should I hire you over everyone else we have interviewed? Know how you "fit in to the business." What skill sets do you have, give examples of each, and then how these skill sets relate to the business. This is the last question so you need to make a good impression. A short answer with little detail will take you out of the running.
3. What questions do you have about us? Always have questions, and develop your questions after research. No questions, no interest, no job.

Plan to get to the interview at least 15 minutes early. Take a good look at the clothes that you are wearing to the interview. Do you look professional? Are your clothes clean and pressed? For gentleman, a long sleeved shirt and tie is usually appropriate. For a business setting, a blazer or suit is always

acceptable. For ladies - sweaters, blazers, blouses with slacks or skirts, or dresses are appropriate. The biggest mistake females make is wearing too low cut of tops. Flip flops or tennis shoes are not appropriate.

Make sure that you look clean and fresh. An employer's first impression of you is in the first 15 seconds. Comb your hair, brush your teeth, and use deodorant. Perfume, cologne, cigarette smoke smells are not appropriate. Cover up tattoos, and take out any visible body piercings that might be offensive.

Leave your cell phone in the car, and don't chew gum or eat candy during the interview.

Your cover letter and the interview are all about your personality. Look at yourself in the mirror. Do you look like you are approachable? Do you have a strong handshake and good eye contact? Both of these traits denote honesty and integrity. Remember, people use to sign deals with a "handshake."

Do you have a positive attitude and a smile on your face? Can you carry on a conversation? Do you have a good sense of humor? If the answer is no to any of the above, you will need to work on your personality and make some changes.

Employers want to hire someone that is easy to get along with and can work well with others. They also want to hire someone who is flexible and is willing to go the extra mile without being told what to do. I am betting that person is you!