

OVERALL APPEARANCE

- Dressed professionally and conservatively (business suit)
- Clothes are wrinkle free and fit accordingly
- Personal hygiene (hair is brushed and overall look is neat)

INTERVIEW TIPS TO REMEMBER

- Be on time, (ahead of time preferably)
- Turn cell phones off before the interview (vibrate is not off)
- Show eye contact
- Look, sound, and act in a professional manner
- Firm handshake at greeting and closing
- Use manners

PRE-INTERVIEW PREP

- Organize a portfolio with extra resumes, cover letters, and reference pages
- Be ready to discuss strengths and weaknesses about your work ability
- Research the employer and company's website
- Prepare responses to frequently asked questions
- Create questions for the employer ahead of time to show interest in their company