**Interview Tips**

* Be on time (plan for 15 minutes early)
	+ If you are unsure where to go, practice the day before, map the route, and plan accordingly for traffic
* Dress professionally and look well groomed
	+ Clean and pressed clothes
	+ Wear long sleeves and close-toed shoes (no sandals or flip-flops)
	+ Keep hair out of your face
	+ No saggy and old jeans, no PJ pants
	+ No strong perfume or cologne
	+ Clean shaven
* Come alone—don’t bring a buddy or girlfriend/boyfriend
* Don’t chew gum
* Turn your phone off (or leave it in the car)—no texting or answering phone
* Have good posture
* Bring a copy of your resume and references
* Be polite and respectful to everyone
* Shake hands and make eye-contact with person(s) interviewing you
* Send a “thank you” note when get home

**Potential Interview Questions**

**Questions an employer could ask you:**

* Please tell me about yourself.
* What attracts you to this company/position/job?
* Why should I hire you?
* What do you think you can contribute to this position?
* What did you like/dislike about a previous job?
* What are your strengths and weaknesses?
* Tell me about a time when…
	+ You worked with a team. What did you do if there were disagreements?
	+ You received constructive criticism. How did you handle it?
	+ You handled a difficult situation. What worked? What didn’t?
* Do you have any questions?

**Question you could ask a potential employer:**

* Please describe a typical day on the job
* What do you see as the most important skills for success in this job?
* What level of responsibility could I expect in this job?
* Is there a typical career path for a person in this job?
* What are the company's plans for the future?
* How would you describe your organization's culture or working environment?
* What do you like most about your organization?
* How are employees evaluated and promoted?