

INTRODUCTION

Interviewing in person for a job is a fantastic way to impress a potential employer. Please use the many interview tips and tricks in this guide to make the most of that special opportunity to promote yourself as the best candidate for a job.

INTERVIEW TIPS & TRICKS

Cleanliness and Clothing

- Try to make sure that your hair and nails are clean and neat. Depending on the workplace you are interviewing with, consider covering any tattoos that may be visible with makeup or clothing.
- Choose clothing with attention to professionalism. Wear clothing that is in agreement with the business's or organization's dress code. Avoid strong fragrances and use deodorant or antiperspirant.
- If you would like, you can carry a briefcase, portfolio, or large, plain tote bag for bringing your materials to the interview.

Demeanor

- Be friendly and polite to everyone you meet at the interview's location.
- Be enthusiastic about the job and the company or organization.
- Show respect by not using gum or tobacco products at any stage of the interview.
- Be respectful by arriving 10 to 15 minutes early. It's just as important not to arrive too early since it may be an inconvenience to the interviewer.
- Address an interviewer respectfully with titles like "Mr." or "Ms." before his or her last name if you are confident that those are their designated titles (i.e. you saw those titles on the business's or organization's website, used in an email while planning your interview or over the phone).

Nonverbal Language

- At the beginning and the end of the interview, stand up, smile, make eye contact, and shake hands with the interviewer.
- Throughout the interview, maintain eye contact frequently and try to avoid fidgeting.
- Look alert by getting plenty of sleep and eating a nourishing meal before the interview.
- During potential small talk with the interviewer, remain focused, smile, and keep eye contact despite the casual feel of the conversation.

Character

- Show your personality in the interview in order to stand out from other applicants.
- To avoid looking arrogant, avoid interrupting or attempting to outsmart the interviewer.
- Be honest by not exaggerating your accomplishments.
- Show your trustworthiness by never lying in the interview.

Communicating

- Think about your responses before you speak. It is okay to take a moment to do this.
- Avoid using answers like, "I don't know." It's acceptable to pause to think of a better response.
- Answer every question as best you can.
- Answer in complete sentences.

Preparation

- Research the job, the organization or company offering it, the industry which you may enter, and the person scheduled to interview you.
- Practice interviews with a family member or friend. Be aware of how you answer questions and your body language.
- Prepare three to five in-depth questions about your potential employer to ask in the interview.
- In a briefcase or portfolio, bring anything requested by the interviewer (i.e. extra copies of your resume, letters of recommendation, lists of references, information about the company, something to take notes with during the interview).
- Be ready for potential small talk with the interviewer by being knowledgeable of current events within the career field you are interviewing for. Consider brushing up on local and major news on the morning of the interview.

Following Up

- Thank the interviewer at the appointment's end.
- Ask the interviewer when you may receive an update on the interview process.
- Send the interviewer a brief thank-you note/email within twenty four hours of the interview.

CONCLUSION

Presenting yourself in person as the best applicant for a job is the tremendous advantage of the careful preparation that informs a successful interview.

To discover even more tips and tricks for interview preparation, please access the LearningExpress Library in the Sequoyah Regional Library System's [E-Library](#).

- Enter the current GALILEO password after you click on LearningExpress Library.
- Select "Job & Career Accelerator" and then select "Tools to Get Hired".
- Select "Interview with Confidence".
- If you already have an account in the LearningExpress Library, sign in. If you don't have an account, you will have to create one. This is 100% free with your library card. After you sign in or create an account, you can begin using this resource to prepare for your next interview.

If you want further guidance from a staff member of the Sequoyah Regional Library System, please go to <https://www.sequoyahregionallibrary.org/> and access the contact form by selecting the "Contact Us" link.