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HOW TO SUPERCHARGE YOUR INTERVIEWS

You Never Have A Second Chance To Make A First Impression

1. Read, believe and execute the ideas in 'Dress For Success'.
2. Do a brain-storming session with parents, career counselors, mentors, or trusted associates to define and refine your realistic present and future goals and career objectives so you can state them confidently and with ease.
3. Do homework on the company, it's product line, and on the business activities of the company. These can be important to use in forming questions regarding the companies future growth and outlook.
4. Practice your physical presentation in front of a mirror before going to the interview. Correct posture, gestures, eye contact, and how you handle sitting and rising to shake hands, assuming that these need changes.
5. Practice your handshake by opening your hand as wide as you can, pressing firmly, and releasing after a second or two.
6. Find positive comments to make regarding former employers and or supervisors; this will reflect well on you.
7. Arrive 5 minutes prior to your assigned interview time.
8. Show genuine interest in what your interviewer says about the company and the position. Answer questions and discuss issues with enthusiasm.
9. Conduct your part of the interview with sufficient preparation and practice to present facts, answer, and ask questions that are well thought out, pertinent, and direct. But, remember to be tactful, courteous, and responsive at all times.
10. Do not ask about benefits, hours, or vacation; if you are seriously considered as a candidate, those will be covered later.
11. If you have an application to complete, fill it in completely, do not put 'see resume'. For salary desired, put 'open' or leave it blank.
12. Express appreciation for the interviewers time to see you, and state your definite interest (assuming it's real!) in pursuing the position further. Ask "What's the next step?".