

# **THIRTY-THREE WAYS TO SUCCEED ON AN INTERVIEW**

Jobs are WON and LOST in the interview! You can turn each negative into a positive and make them work for you.

*TAKE THIS WITH YOU AND REVIEW IT PRIOR TO EACH INTERVIEW.*

1. Dress for success - reflect a professional image.
2. Be early for interviews (12-15 minutes).
3. Express interest and enthusiasm (empathy).
4. De-emphasize money and fringe benefits (open on salary).
5. Compliment past employers or minimize if unpleasant.
6. Maintain good eye contact.
7. Extend a firm, friendly handshake.
8. Express appreciation for interviewer's time.
9. Give direct responses to questions.
10. Ask questions about position and the company.
11. Be receptive to the possibility of transfer to other locations.
12. Exhibit confidence and poise (at ease, calm).
13. Be assertive without being overly aggressive.
14. Exhibit tact.
15. Express yourself clearly (voice, diction, grammar).
16. Express a career purpose and goal.
17. Express willingness to "earn your stripes."
18. Demonstrate mature attitude.
19. Exercise courteous, well-mannered behavior.
20. Make short, direct responses to questions on unfavorable factors in record.
21. Indicate participation in company activities (team play).
22. Demonstrate decisiveness.
23. Fill out company application neatly and completely.
24. Show interest in finding a good career opportunity.
25. Express interest in long term opportunities (goals).
26. Show understanding, compassion.
27. Reflect high moral standards.
28. Show interest in the company or industry you are interviewing with.
29. Be energetic- well rested.
30. Avoid prejudicial comments.
31. Show broad interests (work and play).
32. Take criticism as a professional statement.
33. Get an offer - then make a decision about the company.