

Interviewing Tips

Do your research

Learn as much as you can about the company or agency beforehand, including its products and services, profit margin, management, number of employees, culture, dress code, and anything else you can think of. Visit the company's website and visit your career center or college library.

Practice

Do mock interviews with a career counselor, friends, and family members. Practice by yourself in front of a mirror. Many career centers offer workshops and one-on-one coaching. Make videos of mock interviews.

Be prepared

Bring extra copies of your resume, your list of references, a pen and paper, a list of questions for the interviewer, and samples of your work, if applicable.

Dress like a professional

Plan your interview attire in advance and make sure your clothing is pressed, your shoes are shined, and your hair and fingernails are well groomed.

Be prompt

Allow plenty of time to get there. If possible, visit the site in advance and time how long it takes to get there.

Act like a professional

Offer a firm handshake, maintain eye contact, and be enthusiastic.

Express yourself clearly

Speak slowly and take care to enunciate your words. Don't be afraid of pauses in the conversation. It's OK to take a moment or two to collect your thoughts between questions.

Be honest

Don't try to cover up mistakes. Instead, focus on how you learned from them.

Be assertive

Don't be afraid to ask questions. The interview isn't only a way for the employer to learn if you're right for the job – it's a way for you to learn if the job is right for you.

Follow up

Ask the interviewer for a business card and send a thank-you note or email as soon as possible.