

## Interview Tips – Face to Face

In the 25 years I have worked in the staffing and recruiting industry I have witnessed some interesting behaviors from job seekers. Whether you're a recent college grad or a seasoned professional - here are some helpful guidelines to follow...

- **Showing up too early.** It's a given you've been told to be punctual for an interview. But showing up too early can be frustrating for a hiring manager. Arriving 10-15 minutes early is acceptable. Your appointment was scheduled at a specific time for a reason!
- **First Impression.** Your interview starts the moment you walk through the door. Any smart employer will ask their front desk personnel for feedback. Were you friendly and polite, or was your arrival like a cold breeze blowing through?
- **Sometimes less is more.** Not everyone cares for your new perfume or cologne the way you do. Be mindful of wearing too much on a job interview...or better yet don't wear any at all. Interview rooms are sometimes small and the scent can be overwhelming. You want to be remembered for your skills and experience, not the way you smelled!
- **Resume in hand.** In this day and age of technology, chances are you applied online or your resume was emailed to your potential employer. Rest assured you need to have a hard copy in hand for your interview. Potential employers want to see how well you're prepared.
- **Take note!** Most people are anxious before an interview. Don't rely on memory for important questions you want to ask. Write them down ahead of time – it's a sign you've prepared. Having pen and paper in hand will also allow you jot down important details your potential employer shared.
- **Speaking of technology....** If you can't make it through an interview without turning off or silencing your phone – how are you going to make it through the work day without being permanently attached to it?
- **Honesty is the best policy.** No one is perfect and we all have blemishes in our professional careers. Be honest about your reasons for leaving previous jobs, gaps of employment, education, etc. If you've made mistakes in the past, take ownership and communicate what you learned from the experience.
- **Close the sale!** You don't get the sale if you don't ask for it – the same is true for a new job. Companies want employees who are excited to join their team. Communicate your interest and why you feel you're the best candidate for the job!