

# Interviewing Etiquette and Tips

## *What to wear*

When you are dressing for a job interview the image you present is really important. Your image is what makes the first impression on the interviewer - and that first impression is the one that sticks - so it's important to dress appropriately when interviewing. When dressing for an interview for a professional position, dress accordingly in business attire.

## *When to arrive*

It's important to arrive **10 minutes early**, it so then your keen interest in the position you've applied for. Know where you're going, how much travel time you need, and how to get to the interview location. **Never be late.** A few extra minutes will also give you an opportunity to catch your breath and stay calm. An interview is even more stressful than normal if you're rushing to get there on time.

## *What to bring*

It's important to come prepared to a job interview. Bring extra copies of your resume along with a list of references to offer the interviewer. Also, bring a list of questions to ask the interviewer.

What shouldn't you bring? Don't walk into a job interview with a coffee cup or bottle of soda or water or anything else to eat or drink. Don't chew gum. Your cell phone should be **turned off** and out of sight.

## *Greeting the interviewer*

When you arrive at a job interview, introduce yourself to the receptionist, if there is one. Let him or her know who you are and who you are scheduled to meet with. Greet your interviewer with a firm handshake and introduce yourself. Be prepared for a little small talk, but don't overdo it. Follow the interviewer's lead and let them guide the direction of the conversation.

## *Interview Questions*

When you respond to interview questions, listen carefully to the questions, take time to phrase your responses, and ask the interviewer to repeat the question if you're not sure what they are asking. Be brief and don't ramble when you respond. However, do be sure that your responses answer the questions, are focused, and highlight the skills you have that are relevant to the job.

Keep in mind that your responses are your sales pitch. You're selling the interviewer on you as the best candidate for the job, so be sure you focus on your relevancy i.e. why you are a good candidate, how you can do the job, what you can contribute, if you're hired.

## *Follow-up Letters*

Following up with a thank you letter is on the list of interview etiquette best practices. Taking the time to say thank you not only shows that you appreciated the interview, it also gives you an opportunity to reiterate your interest in the job.

In addition to saying thank you, refer to anything the interviewer mentioned that enhanced your interest and summarize why you think the job is a good match and why you're a strong candidate for the job.