



## INTERVIEW TIPS FOR STUDENTS

### INTERVIEW DOS

- **DO** introduce yourself
- **DO** be ready to shake hands – do it firmly
- **DO** be well-groomed, neat and clean
- **DO** dress more formally than you would normally – anticipate how your interviewer will dress and match them
- **DO** listen closely to the interviewer
- **DO** answer all questions carefully & honestly
- **DO** ask questions
- **DO** arrange a call back in a few days
- **DO** be sincere

### INTERVIEW DON'TS

- **DON'T** take a friend or relative
- **DON'T** smoke or chew gum
- **DON'T** wear a baseball cap or an iPod
- **DON'T** act either too shy or too aggressive
- **DON'T** say anything negative about other people or previous employers
- **DON'T** be late! If you are going to be late, or can't make the interview in time, call the employer as soon as possible and explain why. Ask to arrange a new interview time.

### COMMONLY-ASKED INTERVIEW QUESTIONS

***Most employers will ask you the same set of general questions during an interview. Learn to anticipate these very common questions:***

- What can you tell me about yourself? *(Expand on the information on your resume)*
- Why are you interested in this job? *(Research the company ahead of time, and explain why you would like to do this type of work)*
- What are your strengths and weaknesses? *(Be honest about your good qualities without bragging, and don't dwell on your bad habits)*
- What do you have to offer to the job? *(Don't be too modest - Remember, you are there to SELL YOURSELF!)*

### SOME QUESTIONS YOU MAY WANT TO ASK THE INTERVIEWER

***It is very important to ask questions during an interview. It is the best way to show a potential employer that you are truly interested in the job.***

- At what age may a person enter this occupation successfully?
- What are the educational requirements for this job?
- What is the cost of training for this occupation?
- Do you find this type of work challenging?
- What is your favorite aspect of this job?
- What are the average earnings? Are there regular increases?



INTERVIEW TIPS FOR STUDENTS – cont'd.

**DRESSING FOR THE INTERVIEW**

***Interviews are your chance to make a great first impression on a potential employer. When in doubt, dress on the conservative side. Here are some general guidelines to remember:***

MEN

- For business, the professions, public contact, and customer service, wear a shirt and tie, dress pants, socks and dress shoes, and a sport coat if you have one.
- For less-formal jobs, sports shirts and slacks, or if appropriate, the type of clothes typically worn on the job. A good general rule is to match the employer's style of dress, or slightly more formal.
- No extreme styles, fads, trends, or loud colours.
- No facial piercings. If you wear earrings, keep them small and only one per ear.
- Recent haircut. If you have long hair, it should be well-combed and pulled back & tied.
- Fresh shave. Beards, moustaches and sideburns should be neatly trimmed.
- Nails trimmed and clean – Remember, you will be shaking someone's hand!
- Go easy on the cologne or wear none at all.

WOMEN

- For professional, office, sales, public contact and customer service, dress pants, skirt and blouse or a dress are appropriate. Stockings and 2 to 3-inch heels are best.
- For less-formal jobs, a good general rule is to match the employer's style of dress, or slightly more formal.
- Simple clothes are best. Avoid extreme styles, fads, trends, or loud colours.
- Tight clothes, see-through, low-cut or "belly" shirts, and short skirts are in poor taste.
- No facial piercings. If you wear earrings, keep them small and only one per ear. Avoid a lot of flashy jewelry.
- Clothing & accessories do not need to be expensive to make a good impression, but they should always be in good taste, and clean.
- Hairstyle should be neat and becoming, but not extreme. Keep it simple.
- Go easy on make-up and fingernail polish. Avoid weird colours, too heavy an application, and extremely long nails.
- Perfume should be lightly applied, or wear none at all.



INTERVIEW TIPS FOR STUDENTS – cont'd.

**FIRST IMPRESSIONS**

***You never get a second chance to make a good first impression! Remember that we are all judged by how we present ourselves, how we carry ourselves, and how we explain ourselves.***

1. **SMILE** – A friendly face is much more pleasant than a grim one. Employers will see you as friendly & confident.
2. **SHAKE HANDS** – Be alert and quick to respond to the interviewer's handshake at both the beginning and end of the interview. If the interviewer has offered you his/her hand at the beginning of the interview, you should offer your hand at the end. Your handshake should be warm and firm, but not too aggressive or tight. Avoid limp and wimpy hand shakes.
3. **EYE CONTACT** – If you don't, people may feel that you are lying or not dependable. Maintaining eye contact during the interview lets your interviewer know that you are paying attention and interested. Just don't forget to blink!
4. **VOICE TONE** – Sometimes nervousness can cause us to speak too loudly or quickly. If you are not aware of this during an interview situation, you may be perceived to be aggressive or in a hurry.
5. **ENTHUSIASM** – Consider each interview a challenge. Be enthusiastic about working for that employer and about the job. This establishes you as a positive and energetic person.
6. **EMOTIONS** – Shut the door on your troubles during an interview. Try to avoid discussions about family or financial problems. Do not speak negatively about previous employers or jobs. Think about what you can do for this particular employer.
7. **LISTEN** – Pay attention to what the interviewer says. Answer questions honestly and consider your answer before you respond.
8. **BODY LANGUAGE** – Pay attention to what your body is doing, and avoid raising barriers. Don't fold your arms across your chest. Keep hand folded neatly in your lap if you aren't sure what to do with them. Don't place anything on the desk between you and the interviewer. Maintain an open posture and avoid the appearance of withdrawing from the interviewer. You will say ALOT without speaking a word!
9. **STAY CALM** – Avoid nervous habits like crossing your legs, tapping your hands or feet, playing with your fingernails, twirling your hair, or playing with your jewelry. You will be judged on how poised you remain under pressure, so...Sit up straight! Don't slouch! And avoid annoying speech habits, such as "eh!"
10. **DON'T SMOKE** – Don't smoke before or during an interview.
11. **DON'T CHEW GUM – EVER!**
12. **COURTESY** – Don't sit down until you have been invited to. If you have a choice, don't sit across the room. Sit as near the interviewer's desk as possible, but don't lean on the desk. Refer to the interviewer as Mr. or Mrs., unless you are invited to use their first name.



Good Luck!