



The Day of...

No doubt, the interview jitters have probably already set in which is very normal. But, rest assured, if you are prepared and confident and have followed the advice given in this packet, you will have armed yourself with everything you need to do well in the interview. The following pointers are aimed at getting you through the day!

- Arrive fifteen minutes early. Stop at the rest room and double check your appearance. Breathe mint? Make sure it is gone prior to speaking with anyone. You know what they say about a first impression!
- Turn your cell phone off! Better yet, don't bring it into the interview.
- Fill out all applications neatly and completely, using blue or black ink. Be honest with the application...you work in a profession that demands ethics!
- Consider greeting the interviewer by his/her surname (i.e. Mr. Johnson) with a smile, direct eye contact and a firm handshake.
- Wait to be seated.
- Do not smoke (either during or before the interview) or chew gum
- Sell yourself by using specific examples; do not use simple "yes" or "no" responses.
- Stress what accomplishments you have made, resources you have saved, or goals you have achieved. What sets you apart from everyone else?
- Answer all questions directly and provide an example whenever possible.
- Keep all comments about previous companies, supervisors and positions positive. Do not come across as negative.
- Do not discuss the compensation or benefits package on the first interview unless they bring it up. Remember to utilize the advice of your recruiter.
- Sell the value you can add to the organization – tell them what you can do for them!
- Always represent yourself honestly. If the employer asks you a specific question, answer with an honest response.