



Interview Guidelines and Standards

Tips for a Successful Interview

- ✓ Be prepared. Make sure you've researched the organization and the job to which you're applying. Practice for the interview before you get there, so you'll feel comfortable with the questions that you're asked.
- ✓ Respect the interviewer's time—ensure that you arrive 5-10 minutes early for the interview.
- ✓ Be respectful of everyone you meet—this includes administrative assistants and other office personnel. Negative interactions or poor manners will make their way back to the interviewer.
- ✓ Remember your interviewer's name, and make sure to repeat it periodically during the interview when addressing the individual.
- ✓ Pay attention to both verbal and non-verbal cues. If the interviewer appears particularly interested in what you're saying, expand upon it.
- ✓ Ask how your role in the company can positively influence the company's bottom line.
- ✓ Be friendly, interested, engaged, and confident—but not arrogant.
- ✓ At the end of the interview, thank the interviewer for their time and ask when you might expect a follow-up communication.
- ✓ When the interview is ending, close by reemphasizing your qualifications and why you are a good fit for the job.
- ✓ Don't forget to send a thank you note!



Avoid These Common Interview Missteps

- ✘ Be confident, not arrogant. Don't behave as if the job is already yours.
- ✘ Never interrupt or talk over the interviewer.
- ✘ Refrain from asking about salary or benefits unless it is brought up by the interviewer.
- ✘ Don't speak poorly of your current or former employers.
- ✘ Don't mistake an interviewer's politeness for more than it is. Remain professional and don't be too familiar.
- ✘ Don't bring up anything negative about the company you're interviewing with, even if they've gotten bad press.
- ✘ Use appropriate English and business language. Avoid slang.
- ✘ Don't let your body language (e.g., squirming in your seat) give away the fact that you're nervous. Try to calm down and focus on your attributes.
- ✘ Don't appear desperate for the position, no matter how much you want it.
- ✘ Don't dwell on your deficiencies—we all have them. Concentrate on your strengths and convey them to the interviewer.

