



# Job Interviews: Tips and Tricks

## Quick Tips

- Appear confident, calm, controlled and composed
- Arrive on time
- Articulate skill and thoughts completely
- Ask knowledgeable questions of the interviewer
- Be energetic, enthusiastic and eager
- Carry on a quality of conversation
- Demonstrate assertive not aggressive personality traits
- Discuss organizational skills
- Display maturity
- Find out the next step in the hiring process
- Go prepared with references and transcripts
- Have a firm handshake
- Have a positive attitude, be personable and polite
- Indicate honesty and sincerity
- Look and act as a professional
- Maintain good eye contact
- Prepare for the interview, conduct research on the company
- Present oneself in a cordial business manner
- Provide thorough explanations of past experiences
- Respond to questions directly and completely
- Show a genuine interest in career
- Show determination, along with flexibility
- Smile and be friendly
- Think about the question being asked

## Guidelines for Interviewing

**1. Practice** - Practice answering questions you may be asked in the interview. Thinking about your response in advance will help you more effectively articulate the most important information you want to communicate.

**2. Research** - Research the organization and positions before the interview. Reading "the literature" will tell you all kinds of things about a company...its corporate personality, its job opening, what they're like, its benefits, on and on. Having to answer this type of question in an interview wastes time and may make the interviewer wonder about the candidate's initiative.

**3. Prepare** - Prepare questions to ask the interviewer that reflect your knowledge of the position and company.

**4. Know** - Know the routine of an interview. Watch an interviewing video or find a friend who's had a few interviews and ask him or her what they were like. We even suggest a role-playing exercise with a friend as the interviewer. In any case, practice the interview before you go.

**5. Write** - Write down the time and place of your appointment, in addition to the name of the person interviewing you. Get good directions, and visit the site prior to the interview.

**6. Wear** - Wear professional attire that is appropriate for the position. First impressions are important.

**7. Bring** - Bring extra copies of your resume in a folder or briefcase and have your papers arranged for easy reference. (resume, references, etc.)

## More On The Back!

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# How to Dress

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Your primary goal in dressing for an interview is to feel great about the way you look while projecting an image that matches the requirements of the position and the company. Some interviewers will decide in the first sixty seconds whether they are interested in you or not (based on personal impressions) and will then spend the remainder of the interview validating their snap judgement. Some guidelines for looking professional in the interview are listed below:

**Suits/Dresses:** Conservative business suit in a traditional color, such as dark blue, gray or tan. Women may wear a dress in some situations. Clothes should fit well, be pressed and clean.

**Shirts/Blouses:** Simply style; for men a white button-down or classic collar is preferred; for women white or soft colors are best.

**Socks (Men):** Calf length matching or complementing the suit.

**Stockings:** Beige, tan, or natural.

**Shoes:** Men should wear highly polished dress shoes and women should wear highly polished medium heels.

**Hair:** conservative hair style that does not distract from your goal to achieve an image of professional maturity.

**Glasses:** Spotless glass and frames.

**Handbag:** Medium or small size in a color to coordinate with your outfit.

**Don't Wear:**

- Bold colors or dramatic prints. The clothes shouldn't "wear you".
- Bow ties or clip-ons; low cut necklines or high-necked ruffles.
- Excessive jewelry or fragrance (Men - leave jewelry at home).

# Evaluating Potential Employers

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When considering job offers, people sometimes neglect important areas, often making career decisions on the basis of salary or geographic location alone. If you evaluate each job offer you receive using the following considerations, chances are good that you will accept the offer that will lead to the greatest satisfaction and success.

- **Job Content:** Job duties, project assignments, working conditions, professional exposure
- **Personal and Professional Development:** Training program, performance, review and guidance, possible career paths, educational assistance.
- **Opportunity for individuality:** Individual responsibility, use of decision-making abilities, leadership requirements, autonomy.
- **Earning Potential:** Salary, benefits, promotions, raises
- **Geographic Locations:** Possible work locations, entry-level choices, relocation, overseas possibilities
- **Atmosphere of the Organization:** Reputation, financial strength, management attitudes, level of technology