

Interview Tips

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Some would say that an interviewer makes a decision about a candidate in the first sixty seconds. Others would say that the first five minutes are the most important part of a job interview. What is clear is that first impressions are very important. Here are some guidelines and tips to help you get off to a good start:

First Impressions

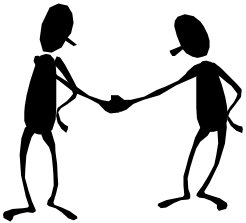
▶ The Rule of Twelve's

Your first **12** words should be something like, "Thank you for scheduling this meeting. It is a pleasure meeting you."

Your first **12** steps should show confidence, so walk with vigor and purpose.

Your first **12** inches will be noticed. Be impeccably groomed from your head to your shoulders.

Your last **12** inches will also be noticed. Pay attention to detailed grooming from your mid-calf to the floor.



The Handshake

Your handshake makes a big first impression, so remember some of these keys:

- ▶ Be Firm
- ▶ Smile
- ▶ Make Eye Contact
- ▶ Introduce Yourself
- ▶ Remember Names

Professional Image Tips

Males

- ▶ Gray or navy, wool suit
- ▶ Long-sleeved white shirt (all year)
- ▶ Tie – less than 3 inches wide, barely touch top of belt
- ▶ Belt should match shoes
- ▶ Socks – mid-calf
- ▶ No earrings, gold chains, bracelets
- ▶ Wedding ring and nice watch are okay

Females

- ▶ Navy, gray, taupe or black, wool suit
- ▶ Solid color blouse (white or beige)
- ▶ Skin tone hose
- ▶ Leather pump (less than 3 inches), closed heel and toe
- ▶ Rule of 13 accessories
- ▶ Make-up should look natural and don't wear too much perfume

Interviewing Concepts to make you a Star!

Preparation for an interview is crucial to your success. Research the company prior to your meeting. Check out the company's website. Look at information about competing companies within that industry. Your Career Services Office is an excellent resource for this information.

Verify early the scope of jobs and the qualifications of the ideal candidate for the position. Strive to show the interviewer how you can deliver what that organization needs.

Develop a one to two minute commercial about yourself. Everyone fears the ultimate interview question, "Tell me about yourself." So prepare and rehearse a short description of your background including education, experience, and skills matching your strengths to the job. Add a sentence or two to liven up the conversation and show a little about your personality. Some people will add a statement about such things as their commitment, curiosity, or drive. Others may include something about a special interest in their life that may spark conversation.



10 Ways to **STAND OUT**

1. Be Early.
2. Carry only what is essential for the interview (portfolio, pen, extra resume).
3. Be as pleasant and professional to the receptionist, and everyone else you encounter, as you are to the interviewer.
4. Initiate the handshake
5. Wait to be offered a seat.
6. Be prepared. Research the company before the interview.
7. Let the interviewer set the tone by talking first.
8. Interview is a 2-way form of communication. Ask questions when appropriate, display a sincere interest in the position.
9. Be aware of when the interviewer is wrapping up the meeting.
10. A strong ending is as important as a strong beginning. Exit on a positive note. Thank them for the interview.