

## **Interviewing Skills**

1. Arrive on time; do not be too early or late. Arriving early puts the employer in a position of having to “entertain” you until it is time for the interview.
2. Dress appropriately. Women should be in skirt suits, men in traditional suit color. Accessories should enhance not take away from or make a statement. No crazy ties or large earrings. Pick one accessory to distinguish yourself. A pin, ring etc.
3. Remember SOLER. Sit squarely, open posture, lean forward, eye contact, relax. Show the interviewer that you are interested in what they have to say.
4. You should practice interview questions. What questions might give you trouble. Take time to write out an answer and practice your answer.
5. Recognize that you will not be prepared for every question. It is not a bad thing to say, “That is a good question. Let me think about that for a moment.” Take that time to compose yourself and an answer.
6. Bring questions for your potential employer. Try for about three questions. Ask things like, “what would you expect from your employee?” “Describe your supervision style?”
7. Keep in mind that you are interviewing them also. What strikes you when you enter the building? Are people friendly? Do people seem to get along? Are there personal items out in view? Does the environment feel cold? Ask yourself these questions as you tour the location.
8. Send thank you letters. Try to jot down the names of the individuals you met with or interviewed with, or try to get business cards. You should send a thank you note to anyone who spent time with you during your interview.
9. Never ask about salary, benefits, etc during an interview. These questions should be reserved for after the offer has been made.
10. If you have not heard from the employer within two weeks of your interview it is appropriate to call and ask where the process for the position stands.