

19 Interview Tips to Help You on the Big Day

Summary: *Make the interview process go easier and be less stressful by knowing how to prepare and what to expect to make the most of the opportunity.*



1. Know the company – You need to have a knowledge beyond just their websites “About Us” section. Really dig in and see what the company is actively involved in, what they produce, if they have other branches and what they expect of their employees.
2. Get your timing right – Arrive to the interview about 10 minutes before the interview. Don’t arrive later than that or much earlier.
3. Prepare for questions – There is no reason for you not to know how to answer the basic questions such as “What are your strengths?” or “What are your career goals?”
4. Be able to talk yourself up – Your interview is not the time to be modest about your qualifications. You have limited time to do this, so highlight your achievements with specific numbers that show what you have accomplished.
5. Dress up – Dress the part of a professional that is serious about the job. Showing up in jeans and a t-shirt will show the company that you are not mature enough for the position. Do some research to find out what kind of dress is expected, such as a suit and tie, or if slacks a button-up shirt are acceptable.
6. Body language says a lot – It begins with your posture and first handshake. Maintain eye contact as much as is comfortable during the interview without coming across as weird.
7. Avoid clichés – Make yourself stand out to the interviewer from the numerous other people that have applied and interviewed for the same job before you. Find a more unique way of saying you are a team player or are a “people person.”
8. Find specifics – You need measurable examples of your successes in past positions.



Instead of saying “I was great at selling” say “I made \$10,000 in sales in my first month.”

Providing numbers that the interviewer will understand and be able to relate to will help them remember you after the interview.

9. Re-read the job description – You want to know exactly what the job description says so that there are no surprises during the interview of what would be expected of you.
10. Forgo money – Hold off on discussing money at the moment. Wait to talk about your salary until an official job offer has arrived.
11. Stay focused – Don’t relax too much during the interview, even if the interviewer is trying to put you at ease. If they try to ask what you like to do socially, refrain from talking about a crazy night drinking. Keep your answers and personality professional at all times.
12. Know your cover letter – You should know what is on your cover letter inside and out. Be ready to back up any claims you have in it with concrete evidence.
13. Ask questions – Be prepared for the end of the interview with your own questions. This makes a good impression when the questions are thoughtful and intelligent.
14. Phone interviews – A phone interview is not different than an in-person interview. Find a quiet place where you can focus on the interview without distractions. Keep the discussions professional and focused on the job.
15. First impressions – The first impression you give the interviewer will be remembered later. Make sure what you wear and say make a good impression. Even the little details like how your breath smells will be noted by the interviewer.
16. Accept the offer – You will probably be given the offer over the phone and then again in writing. Keep that letter, because it helps serve as part of your contract of employment. Accept the offer in writing before withdrawing other applications or submitting your notice to your current employer.
17. Communicate – Take your time during and after the interview to speak clearly and slowly.
18. Rejection – There is always a chance that you won’t get the job, so be ready when the rejection letter comes. Don’t take it personally. Take the opportunity to ask for feedback so you can improve for your next interview. Stay professional so that you can keep the connection open for further positions that open up. Acting immature will only prevent you from future opportunities.
19. Stay positive – Remove negativity from all parts of the application and interview process. Turn negative situations that you are asked about during the interview such as “Why did you leave your last job?” into positive learning experiences.

Read these related articles to learn more:

- [The 7 Best Questions to Ask Your Interviewer](#)
- [20 Ways to Prepare Now to Impress Your Interviewer](#)



- **Essential Etiquette for Every Job Interview**

Photo: zmescience.com