

## New to the Job Market – Interview Tips



### BEFORE THE INTERVIEW

Know as much as you can about the company and the position. Research the company online, look at their website, see if they've been in the news, look at their brochure(s). For example – how many stores or offices do they have in Sioux Falls, in South Dakota, or around the country?

**Know the exact time and place** of the interview. Know how to get there, what door to go in, what desk or area you should go to, and who you should ask for.

Know the interviewer's full name.

Plan to **ARRIVE 10 MINUTES EARLY**. Late arrival for a job interview is **never** OK.

Avoid strong perfumes or colognes.

**Dress appropriately** for the job. For an entry level job you probably don't have to wear a suit and tie. But, a shirt with a collar is a must. Everything should be clean and pressed. NO shorts, NO sandals. Do not wear a cap or hat.

### THE INTERVIEW

**SMILE!** Greet the interviewer with a firm handshake. Look them in the eye and use their name. For example, "Hello Sandy, it's nice to meet you. Thanks for taking the time to interview me today."

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### THE INTERVIEW (continued)

Do not chew gum or take food or beverage to the interview. If they ask you if you want a glass of water or a soda, politely say “No thank you.”

Sit upright and look alert and interested at all times. Don’t fidget.

### MAKE EYE CONTACT WITH THE INTERVIEWER.

Answer questions truthfully. If you don’t understand a question, ask for clarification.

Be enthusiastic and positive. Don’t speak badly of previous employers.

Don’t answer with a simple “yes” or “no.” Give specific examples of experiences that you are proud of, or learned from.

Have a few questions prepared to ask at the end of the interview. This shows that you really care about getting the job, and it helps you figure out if the job is going to be right for you. All you need is a few simple questions, such as how long the training is, or when they will be deciding who to hire.

When the interview wraps up **thank the interviewer** and tell them you hope you get the chance to work for them!

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