

ACCURATE

PLACEMENT

CANDIDATE INTERVIEW TIPS

How you perform in a job interview is a preview to how you will perform on the job. Here are a few helpful tips.

Arrival Time

Arrive 5-7 minutes early and leave 20 minutes early to anticipate unexpected delays.

Interview Attitude

Maintain a friendly demeanor. Be gracious and respectful to everyone you meet, from the receptionist to the interviewer to everyone in between.

Eye Contact

Be sure to keep your gaze on the interviewer so show confidence and sincerity.

Etiquette & Body Language

Take a seat after the interviewer offers you a chair. Leave your cell phone in your purse or pocket and be sure it is on silent. Do not take drinks with you. Avoid pencil tapping, pen clicking, foot swinging, and other nervous habits.

Personal Information

Limit the amount of personal information you provide, unless pertinent for the job. Be careful to keep it simple and limit personal information such as religious affiliation or political beliefs.

Past Employment

Do not speak negatively about former employers, their management style, or financial status.

Strengths and weaknesses

Be ready to provide answers to both your strengths and weaknesses. Try to make the weakness into a positive.

Be Prepared to Ask Questions

Be prepared to ask a few questions if they ask if you have any questions, such as:

- What is the most important criteria for this job?
- Can you go over what a typical work day will be like for me?

Show interest

Let the potential employer know you are interested in the position, and be sure to thank the Interviewer for their time.

Smile

75%– 80% of all hiring decisions are based on personality, so smile and be enthusiastic!