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JOB INTERVIEW  
SECRETS

Getting a job is hard work!

You've sent out your resumes and you've gotten a call back for an interview, but now what?

These simple job-interview secrets will help you make a great impression and give you an advantage so you can land the job!

# 1. DO YOUR HOMEWORK.

Learn all about the organization's mission, basic history, orientation, and goals. The more you know about the organization, the better you can communicate how you will be an asset to them.

## 2. Prepare.

Write down any questions you might have about the organization and the job. Bring them with you and ask the interviewer when the time is right.

### 3. Brag a little.

Consider 5 things you accomplished during your last job and find a way to work them into your interview.

## 4. Practice makes perfect.

Practice your interview with others beforehand. It helps remove some of the fear and nervousness you may have about the interview.

## 5. Social-media cleanup

If you have any social-media pages, make sure they are clean. Many interviewers look at these sites, so you don't want objectionable expressions or compromising pictures of yourself to affect your interview.

## 6. Know the job.

Know what the job entails and customize your answers to fit that description. You want to highlight your experience as it relates to the job.



## 7. Be on time.

Arrive on time, or ideally, 5 to 10 minutes before the scheduled interview, to make the best impression.

## 8. Smell like success.

It may sound rather ridiculous, but ensure you smell pleasing. At the same time, don't try to overpower the interviewer with too much perfume or cologne. Be clean and fresh, yet subtle.

## 9. Smile.

A pleasant smile shows you're warm and approachable. Make sure your teeth are brushed and there is no gum or candy in your mouth.

# 10. Turn off your cell phone.

During the interview, you're making an impression, so make a good one by leaving the cell phone off and giving the interviewer your full attention.

# 11. Know what you want.

What do you want to accomplish as an employee? Know what you want and clearly express these desires to the interviewer.

## 12. Dress professionally.

Dress better than you would for the job itself. Be sure your clothes, hair, and nails are clean and neat and fit with the company culture.

# 13. Make eye contact.

Failure to look at an interviewer in the eye can be misinterpreted to mean you're hiding something. Be straightforward and direct.

# 14. Shake hands firmly.

Your handshake says a lot about you and should be memorable. Practice being firm and professional with your handshake.



# 15. Have a positive attitude.

Express a genuine interest in what's going on around you. Let your positive attitude show!

# 16. Stay calm, cool, and collected.

Relax. They probably won't bite, even if you don't get the job.

# 17. Give positive responses.

If the interviewer asks about your weaknesses, mention a small weakness and what you're doing positively to change it.

# 18. Remember why you're there.

Even if it appears informal, still be aware that it's a job interview. Be conscious about what you're saying and doing to everyone, especially any administrative assistants or potential colleagues.

# 19. Sell yourself.

Show the interviewer why the organization should hire you by capturing everything the resume couldn't.

## 20. Ask important questions.

Your questions show how serious you are about the position and show off your critical-thinking skills.

## 21. Speak as if you have the job.

Say “I will,” or “I would.” It places you in the position and helps remove doubt. It also shows your confidence and willingness to work in a team setting.

## 22. Play up your strengths.

Focus on 3 or 4 strengths as they relate to the job and express these clearly during the interview.



## 23. Stay Professional.

Stay focused on your qualifications for the job and only mention personal matters when asked specifically about them.

## 24. Be likeable.

Be polite and gracious. Say thank you and goodbye in a friendly and courteous way.

## 25. Follow up.

Send a follow-up email to the interviewer within one or two days and thank him or her for the opportunity.

With these easy-to-follow tips, you're sure to feel at least a little more at ease during your interview.

The most important thing is to be your best self and let the interviewer know you're a good fit for the job.

Best of luck!