

P Preparation

- Show an active interest in the company and the job
- Do research about the job and company ahead of time
- Don't focus on the company perks during interview (e.g., discount airfare, use of company jet ski)
- Don't make opinionated remarks – you never know who you might offend
- Don't fill a silent time during the interview with nervous chatter (you may say “too much”)
- Get a good's night's sleep – be fresh for your interview
- Read your interview instructions before the day of the interview
- Allow time to get lost (on the road, at the front office)
- Turn off your cell phone during the interview

A Appearance – Dress for the interview

- Ask what the dress code for the interview is. Ask for an example (does business casual” mean khaki pants and a polo shirt or a sport jacket and button-down shirt). Business casual is NOT casual (e.g., jeans, tees, flip flops, sundresses)
- If in doubt, it's better to dress up a notch – Remember- a good outfit may not be remembered, but a bad one will always be (for all the wrong reasons!). If you don't have it in your closet, buy it or borrow it.
- Brush/floss your teeth, have a breath mint, hair should be in place (an interview is not the time to showcase extreme styles or colors, unless it may be for a creative position)
- Look in the mirror before the interview. Smile!!

C Confidence – Show that you are confident

- Body language – show confidence
- Don't fidget or play with your hair
- Don't chew gum
- Smile, make eye contact, show confidence (not cockiness)
- If you have an interview at lunch or dinner, don't order like it was your first free meal.
- Do not bring your boyfriend, girlfriend, or best friend to the interview. If you do, do not let this be a distraction.

E Experience – Do not underestimate your experience

Experience can come from your family, sports, church activities, neighborhood – not just jobs....
Write it down before the interview. What have you done to show:

- | | |
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| <input type="checkbox"/> Leadership | <input type="checkbox"/> Management |
| <input type="checkbox"/> Team Work | <input type="checkbox"/> Quick Learner |
| <input type="checkbox"/> Creativity | <input type="checkbox"/> Initiative |
| <input type="checkbox"/> Problem solving | |