



1. Prepare for the interview:
 - a. Research the firm/company with whom you're interviewing.
 - b. Know what you're looking for in a position.
 - c. Prepare answers to standard interviewing questions.
 - d. Rehearse your answers out loud; role playing with another person or videotaping yourself.
 - e. Practice shaking hands (grip the others person's hand so that the web of your thumbs meet; shake a couple time; end handshake cleanly, before the introduction is over). This is an important first impression.
2. Show up to the interview fifteen minutes early (never be late). Interviewers often need time to prepare for an interview and having you sit in the waiting room for longer than fifteen minutes is distracting.
3. Your interview starts with the receptionist. Never underestimate the power the reception has.
4. Be confident; watch your posture and make eye contact. Remember to smile!
5. Read your interviewer and match his/her style. If they are direct, then you should answer directly. If they are all business, then you too should be all business. If they are friendly and are interested in you personally, then you too should match this style.
6. Be enthusiastic and positive. People gravitate to positive and enthusiastic people.

7. Provide brief answers whenever possible; ask permission to share more details. Avoid nervous talking.
8. Interviewers know that past performance determines future performance. Work on specific examples of your achievements from your past experience.
9. Never bash a previous employer; give reasons for leaving but avoid too many details.
10. Do not ask about the benefits, vacation or salary during the first interview. Focus on what value you can bring the organization before focusing on what you can get from the job.
11. Pause for a few seconds before answering a question. This might help you avoid your verbal ticks, such as, “umm,” “like,” or “you know.”
12. Good questions to ask the employer:
 - a. What would be my first priorities on the job?
 - b. What are you hoping to find in the person you hire?
 - c. What have you enjoyed about working here?
 - d. Based on what we talked about today, do you have any concerns about my ability to do the job?
13. Be prepared to sell yourself. Give the interviewer a reason to buy. Convince them that your product is better than the competition; emphasize what you can bring to the company.
14. Be prepared to ask a question about the firm/business based on your review of the web site. You want the prospective employers to know that you bothered to research their company and are interested in their services and clients.