

Planning, Preparing and Successfully Completing your Job Interview

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Preparing for your Interview

The Day/Week Before...

- **Get enough sleep (do not stay out late)**
- **Get your hair cut**
- **Fill your gas tank, check oil, tire pressure, etc.**
- **Wash and clean out your car**
- **Know where you are going (map it, drive the route before)**
- **Research the company (review their website)**
- **Clean and iron your clothes (dry-clean if necessary)**
- **Buy new clothes if needed (have at least 2 outfits)**
- **Buy quality interview clothes that fit you**
- **Practice your answers to interview questions**

Preparing Yourself

- **Shower and use deodorant**
- **Light on the perfume and cologne**
- **Conservative hair style and color**
- **Trim and clean your fingernails**
- **Clear or conservative colored nail polish**
- **Neatly cover/bandage cuts, scrapes, etc.**
- **Light on the jewelry (conservative)**
- **Limit piercings on face or mouth**
- **Light makeup, hairspray, lipstick, curling iron**
- **Wear a watch or bring your Phone**

Dressing for Your Interview

Warm, conservative colors like blue, gray, brown and black are the least “loud.”

They convey a calm, serious personality and allow the interviewer to focus on you and not what you are wearing.



Dressing for Your Interview



Business Casual

- Dress conservatively - not loud
- Warmer, darker colors
- Clean and iron clothes
- No hats
- Dress shirt (top button open)
- Jacket or sweater
- Skirt (at, or below the knee)
- Tie (button all buttons)
- Hosiery (appropriate) Dark socks
- Dark, closed toe, low heel, clean
- Belt to match outfit, in good shape
- Small purse, if needed, clean
- Winter jacket - clean

Dressing for Your Interview



Business Professional

- Dress conservatively - not loud and bold.
- Blues, grays, browns, blacks - warm colors
- Clean and ironed clothes
- No hats
- Pants, slacks, or skirt with a jacket
- Skirt (at, or below the knee)
- Dress shirt, long sleeves (top button open)
- Hosiery (appropriate) Dark socks
- Dark, closed toe, low heel, clean & polished
- Belt to match outfit, in good shape
- Small purse, if needed, in good shape
- Winter jacket - clean

Bring to Your Interview

- Portfolio of your work
- Laptop, phone, tablet to show digital work
- Any other samples that demonstrate you can do the job
- Extra copies of resume, references, cover letter, job posting
- 2 pens & legal pad in a portfolio folder
- 5 questions to ask the interviewer (write them down)
- Information to help you fill out an employment application
- Names of the people you are meeting with (job titles)
- Map/phone with directions/address
- Phone number of your interviewer and/or the company
- Breath mints (before the interview, not during)

During Your Interview

- Greeting - eye contact, firm hand shake (2 and out)
- Keep an interested and enthusiastic appearance
- Facial expressions (don't look scared or arrogant)
- Sit up in your seat, back straight, confident
- No sudden movements or overly excited gestures
- No nervous "ticks," foot tapping, pen clicking, etc.
- Take your time to answer questions completely
- Maintain personal space - 3 feet
- Ask to sit down, or to put things on their desk
- Allow them to control the interview. You are in control of yourself, your presentation, and your answers.

During Your Interview

Smile, be enthusiastic, make eye contact often (don't stare), answer their questions with authenticity, passion, intelligence and eloquence, and give an outstanding presentation of yourself.

Don't gossip, put down your previous employer, or talk negatively, and don't talk about politics, religion, or other sensitive issues.

Focus on communicating to them that you have the knowledge, skills, abilities, experience, and enthusiasm to do this job!

Remember...

- Practice, practice, practice answering interview questions
- Learn from your mistakes (you will make mistakes)
- Always thank them, shake hands, and discuss the next steps
“When will you be making a decision?”
- Always send a thank you letter/note. Handwritten is preferred.