



## 5 Tips for Better Interviews

Congratulations! You have been invited to a job interview.

This means the company is impressed enough to want to meet with you in person. Make the most of your interview by following these helpful tips.

1. **Be Prepared.**

Know as much as you can about the job and the company before you arrive. Write a list of questions to ask the recruiter. It's OK to ask about salary and benefits, but make sure the focus of your conversation is on the actual job. You want to make sure you are a good fit for the job, and the company is a good fit for you.

2. **Be Punctual.**

Being on time – or even a few minutes early – is respectful.

3. **Be Genuine.**

This is an interview, not an interrogation. Questions and conversation should flow with ease. Be sure to sit up, show interest, make eye contact, and turn off your phone.

4. **Be Professional.**

If you speak to a recruiter before the interview, ask about the company dress code. Choose your outfit for the in person interview accordingly.

5. **Be Truthful.**

Interviewers find honesty refreshing – and respectable. Focus on your key strengths and why you are uniquely qualified for the job without embellishing your record.

