Interview guidelines

1. Arrive 10 to 15 minutes early.
2. Turn off your cell phone or mobile device prior to the interview.
3. When introduced to the interviewer, repeat his/her name to confirm pronunciation and help in remembering.
4. Project optimism; be upbeat and make positive statements.
5. Be prepared to answer the “Tell me about yourself” question with your branding message or 60 second introduction.
6. Demonstrate the three most important body language cues: solid handshake, appropriate eye contact, confident posture.
7. Match your qualifications to the requirements of the job.
8. Use examples of how your skills and abilities will fit the job.
9. Focus on your accomplishments; tell the interviewer what you’ve done and what results you achieved.
10. When handling sensitive or politically charged questions, respond objectively, not defensively. Ask for clarification on how the question might relate to the requirements of the job.
11. Take time to formulate your answers. Pausing is a sign of thought and concern for your response.
12. Refrain from speaking negatively about former managers, colleagues or employers. Address lessons learned and results you were able to achieve.
13. Relate seemingly volatile or politically charged topics back to your expertise, skills, personal qualities and work values.
14. Avoid verbal ticks such as: “umm,” “like,” and “you know.”
15. Avoid nervous habits: fidgeting, tapping feet, clicking pens, playing with hair, crossing arms.
16. Keep your responses short, within 90 seconds; avoid rambling.
17. Express concrete facts and ideas. Avoid feelings and personal opinions.
18. Be prepared to tell the interviewer what you know about the company based on your research.
19. Prepare 8 to 10 questions to ask the interviewer.
20. Maintain eye contact. Remain calm and professional.
21. Summarize what you have to offer and ask for the job.
22. Ask the interviewer for his/her business card.
23. Always leave the interview knowing the next step(s) in the interview process.
24. Always send a thank you email, handwritten note or formal letter to the interviewer within 24 hours.
25. Debrief the interview immediately. Write down notes about critical details and responses that need improvement for the next interview.