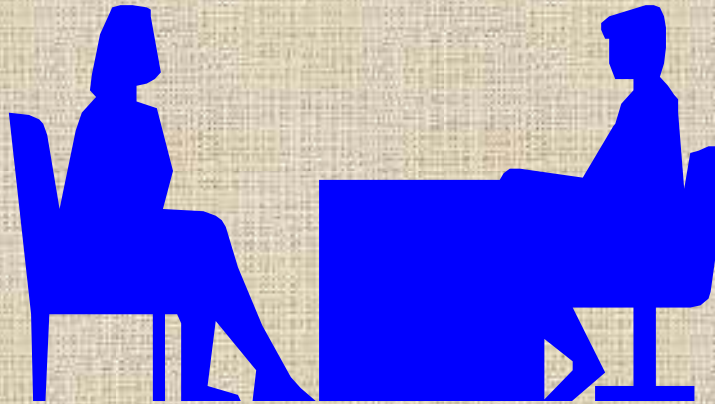


“Do’s & Don’ts” for Successful Interviewing



You never get a second chance to make a
first impression!!

Attire

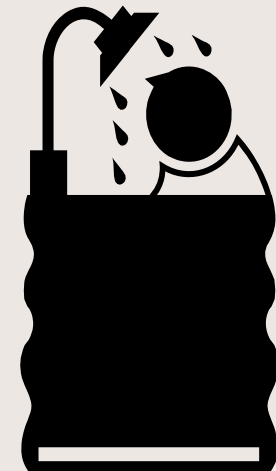


- Dress appropriately and conservatively
- Wear clothing similar to what you have seen others wear in that type of business
- Make sure clothing is clean and wrinkle-free
- Pay attention to details – make sure your shoes are clean, too!



Appearance

- Be well-groomed – get a haircut, shave, don't overdo on cologne or makeup
- Keep long hair away from your face and out of your eyes
- Cover obvious tatoos, if possible
- Minimize jewelry – including body piercings that are visible



Appropriate Behavior

- Be punctual & prompt – ***DO NOT*** be late!
- Be courteous & polite – to ***everyone*** you encounter
- Be confident in yourself & your abilities
- Be honest & consistent – they **WILL** check up on you
- Bring an extra copy of your resume with you



Appropriate Behavior (cont.)

- Listen carefully & don't be afraid to have a question repeated
- Ask questions about what job responsibilities will be
- Keep questions regarding pay out of the discussion, unless the interviewer initiates it
- Be flexible – know what you want, but don't be afraid to compromise a little
- **Thank** the interviewer for his or her time

Inappropriate Behaviors to AVOID

- Gum chewing
- Smoking
- Interrupting the interviewer
- Sitting before being invited to
- Bad mouthing instructors or former/current employers
- Joking around
- Saying too much or too little



Remember, Image is ***EVERYTHING!***

- *Be Yourself* – Don't try to be something you're not!
- **SMILE, SMILE, SMILE!**

