

## Top 10 Tips

- 1) **Be prepared.** Do your homework and know the company you want to join. 20 minutes of homework can and will separate you from the other candidates wanting the same job.
- 2) **Be honest.** Not only do you need to be honest with the person you are interviewing with, but you need to be honest with yourself. Is this really something you want to spend 40-50 hours a week doing? Do you believe it will bring you fulfillment and not just a paycheck?
- 3) **Be on time.** It's amazing how many people show up at the appointed time or even late for a job interview. 15 minutes prior is "on time" for a job interview.
- 4) **Be the position.** From your homework you should know what the company is looking for. Generally speaking, there is a dress code, a common skills level, and mindset of the position you are trying to fill. If you can't see yourself being that position, don't apply. If you can see yourself being that position, then show up looking and being the position.
- 5) **Be ready.** Interviewing is usually stressful and depending on the position you are going to be asked whether or not you can perform certain tasks. Consider roleplaying with a friend or family member some things you think might come up. Hearing yourself answer questions even once before you "have" to answer them will make you sound more "you" in the interview.
- 6) **Be flexible.** Some people get flustered if the interview runs late, or gets rushed, or if the interviewer seems distant and hard to connect with. Remember to be flexible and adapt to the environment.
- 7) **Be confident.** If you have done the last six steps then you belong in that "hot seat" and you may even belong in the company. Show yourself confident that this is what you want and you are ready to get started.
- 8) **Be humble.** Now this may sound like a contradiction to #7 but it's not. Humility is not thinking more of yourself than you ought to. It's knowing who and what you are and not trying to make yourself into someone or something that you are not. Don't boast or brag. Do offer examples of your accomplishments.
- 9) **Be Inquisitive.** There usually comes a point in the conversation where the interviewer will open up the opportunity for you to ask some questions. Remember Tip # 1? Here is another place where preparedness can make you outshine your competitor candidates. Have 3-7 questions written and ready to ask when given the opportunity.
- 10) **Be grateful.** Gratitude is shown in many ways. A sincere thank you at the beginning and end of the interview, a follow-up card, note, or email expressing your desire and gratefulness can show you are in a whole different class of applicants!