

Good Practices for Interviews

Effective Communication for the Workplace (Job Interview)

Before you apply for a job

- Have a professional sounding email address
- Have a short, brief, polite sounding voicemail
- Have a clean, non offensive online presence

Before you head into an interview- PREPARE

- Research the company so you understand the company products as well as company culture
- Be aware of your strengths and attributes important to the company; punctuality, fast learner, fast worker, task completer, problem solver, easy to get along with, able to work in a team, good people skills, why you would be a good fit.
- Get comfortable with types of questions you might be asked in an interview. Be prepared to discuss your qualifications.
- Choose professional clothing when you pick up and return a job application and during the interview (nice slacks or skirt, blouse or shirt with collar, polished shoes, limited jewelry and makeup).
- Organize your resume and other materials (folder, portfolio).
- Be at least twenty minutes early.
- Turn your phone OFF.

During the Interview

- Stand straight with head held high
- Firm handshake (firm, not too hard or limp, shake 2-3 times)
- Practice active listening (e.g. nod, smile, good eye contact, ask questions)
- Sit straight or leaning slightly forward with arms and legs uncrossed on the floor
- Be conversational, not a chatterbox
- Be polite with good manners- please, thank you
- No gum, candy, mints, drinks or other food items.
- Use formal titles (Mr., Mrs., Dr.)
- Never interrupt the interviewer, wait until they have finished talking before you start
- Talk about what you can do for the company
- No negatives about prior employers or other people
- Avoid discussion of salary unless brought up by interviewer
- Thank the interviewers for the opportunity to speak with them including, "I am looking forward to hearing from you."

After the Interview

- Promptly send a brief handwritten thank you card
- Do not post anything about the company or interview on social media
- If you get the job follow up with your employer to make sure you are prepared for day 1