

10 Quick Tips for Interviews

In final preparation for your interview, consider how you want to behave in the interview and keep the following in mind:

1. **Be polite** and calm.
2. **Be enthusiastic** about the position.
3. **Be prepared** to answer and ask questions.
4. **Be knowledgeable.** Research the company and be aware of the job's responsibilities before going in for the interview.
5. **Be positive.** Never criticize past employers or co-workers.
6. **Be creative** in presenting information. Emphasize the positives of former experiences rather than focusing on negatives.
7. **Be confident,** but not arrogant. Speak positively about your abilities, and honestly about your weaknesses and how you've overcome them.
8. **Be appropriate** in your attire. Make sure your clothes are pressed, tidy, and avoid bright colors and patterns. Wear a suit if possible.
9. **Be conscience** of your mannerisms. Sit properly; avoid nervous habits or chewing gum.
10. **Be sensitive.** Refrain from wearing cologne or perfume as some people may be allergic or react to strong scents.