

Handling Interviews

Interviews can be stressful, no doubt about it. Here are some tips for handling the experience and using it to your advantage.

- Do your homework. Research the potential employer and learn about its products or services.
- Arrive on time and come alone.
- Be polite to everyone you meet.
- Don't smoke before the interview.
- Personal appearance is important. Dress neatly and conservatively.
- Use the interviewer's last name (for example, "Ms. Garcia" rather than "Ann").
- Use good grammar. Say "yes" instead of "yeah," and avoid words such as "um," "like," and "you know."
- Watch the tone of your voice. When we're nervous, we may end every sentence on a higher tone so it sounds like we're asking a question.
- Be positive. When asked about previous employers, only say nice things. Do not go into long explanations about bad experiences.



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