

The following are a few reminders for your interview. Some of it may not pertain to you at this time. It's mostly common sense you already probably know but I like to mention them anyway. Take these suggestions very seriously. Believe it or not, some people do some of these things and get eliminated as a candidate.

- Be at least 15 minutes early for your interview
- Dress appropriately - business attire required - For a first good impression (in person interviews)
- Be Professional – no matter what the job is, you are a business person
- Be positive - attitude is everything
- Use positive words
- Smile - part of being positive
- **Never** interrupt the interviewer
- Do not use any ethnic or derogatory language
- **Absolutely** no foul language. It shows very poor character and is very unprofessional. It will get you eliminated as a candidate.
- Do not try to be a comedian
- Know what you are looking for in the future – 5, 10 years – where would you like to be.
- If you answer a question with yes or no, please explain your answer further.
- If they ask why you are looking for a new position. The best answer you give is a positive one.
- If you can, give them examples of what you've done at your current and previous positions.
- Do not talk poorly about previous or current employer
- Do not tell them that they are not doing things right and that you could do better
- Do not talk about your personal life
- Turn off your cell phone
- Show personality - this is a very personable business
- Show passion for the your job and the business
- Talk about your strengths. Be modest about yourself. Do not over glamorize, exaggerate or lie.
- Talk about where you feel you may have a weakness, but mitigate any weakness by what you've done to improve.
- Have questions about the position and company
- Even if the interview seems to be going very well and the company gives you clues that you seem to be the right candidate, do not act casual. Always be very professional. The job is not yours until the day you start.
- Do not talk about money or benefits unless they bring it up. If they ask you what your current salary is, be honest. If they ask what you are looking for in salary, be honest and reasonable. Otherwise, if they are going to make an offer, I'll work with them what salary is reasonable.
- Do not press them for feedback on how you did in the interview. They will give you feedback when they are ready. Pressing them for feedback shows impatience and aggressiveness.
- If you are interested, let them know and that you look forward to continuing the interview process.
- Thank the interviewer for the interview and please make sure to send a thank you card.

Please be sure you study their website and you have an understanding of the position.