

Top 12 Interview Tips

1. NEVER BE LATE TO AN INTERVIEW!
2. Turn off portable phones or beepers in the interview (in fact, just leave them in the car)!
3. Appearance
 - First impressions are key: it is important to look professional and well-groomed
4. As soon as you drive up to the parking lot of where you will be interviewing, that is when your interview starts
 - Be courteous to everyone (in the elevator and restroom, the receptionist, etc.)
5. Nonverbal Communications
 - Handshake, Posture, Eye Contact, Don't fidget, SMILE
6. Never speak negatively about your skills, former employers, etc.
7. Sell Yourself! You want to make sure the interviewer knows why they should hire you
 - Clearly communicate your skills and abilities even if the interviewer is not skilled in drawing out this information
8. If client asks if you've used a technology that you have never used before:
 - Wrong Answer: "No, I have never used that technology before".
 - Right Answer: I have not had the opportunity to work with HTML, however, I am:
 1. Taking a course in HTML
 2. Bought a book to study HTML
 3. Or, you can simply answer "I have not had the opportunity to work with HTML, but I would be very excited to learn any new technologies and believe I could pick it up quickly."
9. Make answers detailed, but brief. The interview should be a 50/50 exchange
10. After the interview winds down, ask the following question, "Is there anything else you need to know about me that will help you make a decision?"
11. Verbally tell the interviewer you are interested and want the job
12. Call your staffing-tree Recruiter immediately after the interview

Remember: the sole reason to go to an interview is to get an offer!! You can always turn down an offer, but you have to get the offer first!