

10 Interviewing Rules

- 1. Do your own research** about the company, its services, products, customers and competition in order to understand the company's needs. The more you know about the company and what it stands for, the better chance you have of selling yourself in the interview.
- 2. Be prepared** and bring along a folder containing extra copies of your resume, a copy of your references and paper to take notes. You should also have questions prepared to ask at the end of the interview.
- 3. Never arrive late at an interview.** Allow extra time to arrive early in the vicinity in case you might get lost. Enter the building 10 to 15 minutes before the interview.
- 4. Show enthusiasm and demonstrate confidence** by a firm handshake and plenty of eye contact. Speak distinctly in a confident voice, even though you may feel shaky.
- 5. Select what to wear to the interview.** Depending on the industry and position, get out your best interview clothes even if the company has a casual environment. Above all, dress for confidence. If you feel good, others will respond to you accordingly.
6. Make sure you **don't neglect listening**, and that you also read between the lines.
7. **Answer specifically the question asked** and get further clarification if you are unsure.
8. **Give specific examples** of your background, of your successes and uniqueness. Your past behavior can indicate your future performance.
9. **Ask questions. In this way**, you indicate your interest in the company or job.
10. If you have a **follow-up of the interview by e-mail**, this is your one last chance to remind the interviewer of all the valuable traits you bring to the job and company. Don't miss this last opportunity to market yourself.

OTHER RULES...EQUALLY IMPORTANT

By following these important rules you will feel less anxious and will be ready to positively present yourself.

1. Rehearse

There are several questions that you're pretty much guaranteed to be asked during an interview:

"Why do you want to work for this company?"

"What are your strengths and weaknesses?"

"Where do you see yourself in five years?"

Practice looking in the mirror and answering the questions out loud. This prep work will help you clarify your thoughts and make you much more comfortable during the interview.

2. Do Your Research

At minimum, review the company's website and search its key players. Find out who you'll be interviewing with and learn something about them, such as when they were last quoted in a publication or if they've recently received an award. Casually reference the information during the interview and quote specifics, such as "I see the company has expanded into several new markets over the past year." You'll project the image of someone who is interested, does their homework, and pays attention to details.

3. Brush up on Body Language

Be aware of what you're communicating through your posture and stance. For example, sitting with your arms and legs crossed sends a message that you are closed-off or feel defensive. If you keep your hands in your lap the entire interview, you could signal that you lack self-confidence. And twirling your hair can make you look nervous or juvenile. Next, always stand up when someone else comes into the room. Professionally, you lose respect and credibility by staying seated.

5. Shake it Like You Mean It

The proper, professional way to shake is using the entire hand, extending your arm (first if possible) for a firm grip. The "fold" between your index finger and thumb should touch the other person's. If this doesn't come naturally, practice with a friend before your interview.

6. Smile

Smiling naturally (without pursing your lips tightly together) will make you appear confident, friendly, and approachable. Even if you're not feeling it, fake it. A smile conveys that you're someone who can get along with fellow employees, wow the boss, and impress the clients.

7. Take the Water

If your interviewer offers you a glass of water, take it, even if you're not thirsty. This little prop can help buy you time to formulate an answer to a difficult question or just give you a moment to center yourself.

8. Know Your Faux Pas from Foie Gras

Hint: one is a mistake, and the other is a delicacy made from the fattened liver of a duck or goose! Some interviews (usually second or third) are conducted over a meal, so being familiar with proper table manners is imperative to your interview success. Here's why: the recruiter will be watching to see how you'll conduct yourself at a meal with clients, how you handle accidents, and how you treat the wait staff.

9. Ask Questions

Keep in mind that the job interview is an opportunity for you to sell yourself to the company, but also to learn more about the workplace to see if the position and environment are a good fit for you. Go in with [a few questions](#), such as details about the type of work that the position entails, the corporate culture, and the typical career path of someone who holds the position. And don't be scared to speak up: not asking questions can signal that you're uninformed or uninterested.

10. Send a Proper Thank You

Yes, even today, a handwritten note is mandatory. Sending a thank you letter via email is fine when the decision must be made quickly, but always follow up with written correspondence. Express your thanks for the interviewer's time and for the chance to learn more about the company.