

Interview Skills

You applied for a job or left a resume with a company and they liked what they saw. So much, in fact, that they now want to meet you. Go ahead and strut for a bit, you earned it. Your resume got you through the door but now they want to learn more about you, see if you have the right attitude, see if you have a good personality, see if you'll fit in at the company. Yes, it's time for your interview!

Getting Ready

Preparation for an interview is key. There are several things that you can do to get yourself ready and feeling confident.

- Practice answering interview questions. There are a number of interview questions that get used over and over. If you aren't prepared for them, they can catch you by surprise. [Find a list online](#) and practice what you would say for each one.
- Do your research on the company and the role. Re-read the job posting. If you aren't familiar with the company, the work they do, or what your role will include, make sure you do some Googling.
- Make sure you know your resume. If it's been a while since you were job hunting, you might have forgotten some things that you did or accomplished. Make sure you give it a quick read.

Interview Day

The day has arrived and there are a few things that you need to make sure you leave a good impression.

- Be on time. Make sure you arrive early so you can catch your breath, review your resume and notes and practice a few interview questions to warm yourself up.
- Make sure you are dressed for the job. A tie and jacket are frequently required to show that you are taking the job seriously but would be overkill for certain professions. If you showed up in a suit for a construction job, you'd raise some eyebrows. Be sure that you're dressed nice, even a bit overdressed for the role.
- Demonstrate good non-verbal communication: stand up or sit up straight, look your interviewer in the eyes, shake hands firmly (if appropriate).
- Come prepared with good, smart questions about the business, your role or what it takes to be successful at this company.
- Behave appropriately. This is a professional setting and you need to treat it as such so be polite, be professional, listen, don't talk too much, don't swear, don't bad mouth anyone (especially your former employer) and answer all the questions asked.