

USP CAREER SERVICES

Tips for Interviewing

“The job interview can be the single most important factor in landing a job.”

- Know the full name of the organization
- Know the exact time and place of your interview
- Dress professionally- Remember first impressions are the last!
- Plan to arrive at least fifteen minutes early
- Never take anyone with you to the interview
- Bring an extra copy or two of your curricula vita
- Carry your resume/vita in a portfolio
- Walk into the interview with confidence
- Extend a dry, firm handshake
- Maintain direct eye contact at all times
- Smile at appropriate times. It makes you look friendly and confident
- Never take anyone with you to the interview
- Don't try to be funny, and don't chew gum or smoke
- Don't volunteer negative information about yourself
- Don't argue with the interviewer
- Know what you want out of the position you are applying
- Be able to articulate your skills and experience for the position
- Do not discuss topics unrelated to the position
- Do not discuss salary or benefits at the first interview
- Within forty-eight hours, write a thank you note to the employer

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