

# Interview tips for job seekers

## **Dress to impress!**

Be well presented, clean & don't go over the top on perfume/aftershave.

**First impressions** count for a lot

**Don't be late** to your interview - arrive at least 5 minutes early but not more than 15 minutes early. If you are going to be late - remember to phone & let them know

Remember to **turn off your mobile** phone before going into an interview

Plan ahead, **know where you are going** & if possible do a drive-by the day before so you know where to park

The interview is an opportunity for you to **sell yourself** - be confident in the **Talent** you have to offer a business

**Do some research** on the company you have your interview with & **prepare questions** to ask. It shows that you are interested in the job

If you can't make the interview for any reason - **give a courtesy call** to let them know

Shake hands, remember names & **SMILE!**  
Remember to **thank the Interviewer** & tell them you look forward to hearing from them

**Be polite & well mannered** to everyone you meet - the employer may ask for feedback from other staff members

