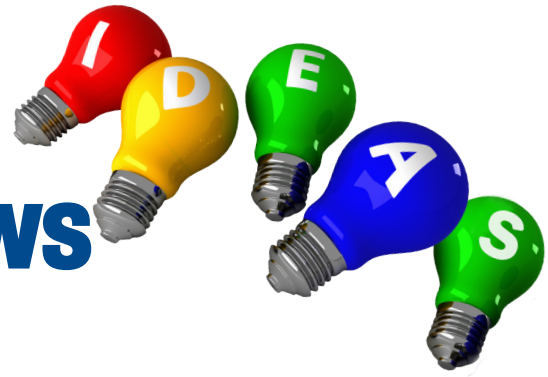


# 10 TIPS FOR Successful Interviews



- 1. Make a good first impression.** Arrive early with all your materials ready. Ensure your [attire](#) fits the position/workplace you're applying to. Refrain from wearing scents of any kind. Women should avoid too much make-up and men should avoid untidy facial hair.
- 2. Be polite, professional, and prepared.** Prior to the interview, the employer will likely have given you a sense of how the interview will proceed; however, it's important be ready for anything (e.g., you may end up in a group interview or be asked to do some sort of assessment).
- 3. Pay attention to non-verbal cues.** It's not just what you say but also what you do. Remember your actions speak volumes so don't slouch, fidget, or chew gum. Pay attention to non-verbal cues from the interviewer as well and adjust as necessary (e.g., a furrowed brow or puzzled look may indicate that s/he is confused by your answer; ask if you should clarify your response).
- 4. Get to the point.** Provide the interviewer with the details s/he needs to make the hiring decision and try to avoid irrelevant information. Answer questions concisely and succinctly, summarizing the key message using [STAR](#) (Situation, Task, Action, Result) statements (also known as SAR [Situation, Action, Result] statements).
- 5. Offer evidence.** Provide tangible examples or samples of your qualifications. Consider taking a [career portfolio](#) to showcase things such as certificates, awards, letters of recommendation, samples of written work, and photos of projects.
- 6. Be honest.** An interview is your opportunity to sell yourself but be careful not to over sell, exaggerate, or lie. Highlight your strengths while being honest about any concerns the interviewer may have. [Lying](#) will only come back to haunt you later. If you've had poor experiences with previous employers, put a positive spin on the situation, and share what you learned.
- 7. Keep calm and carry on.** Interviews can be stressful at the best of times, however, it's important to not panic if things aren't going quite right. Take a deep breath and collect yourself. If you didn't understand a question or aren't sure how to answer, ask for clarity.
- 8. Remember, it's a two-way street.** Not only is this the employer's opportunity to assess your fit with the company, it's also your opportunity to assess the company's fit for you. Engage in conversation about the company and the position so you can assess your fit.
- 9. Exit graciously.** Once the interview concludes, thank the interviewer for his/her time and any other staff you see that have assisted you. Clarify when a decision is likely to be made and make a note to [follow-up](#) appropriately.
- 10. Reflect on lessons learned.** Whether or not your interview resulted in a job offer, take the time to reflect on the good and bad aspects of the interview. Consider what you learned and what you might do differently next time.



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