

Tips for a Successful Interview

- Be on time – this usually means to be 10 minutes early.
- Turn your phone off or to silent – otherwise, it’s very distracting and reflects poorly.
- Dress appropriately – try to look professional and put together. Rolling out of bed to go to an interview shows poor preparation.
- Have some questions of your own prepared in advance – such as what does the job entail, what would an average shift be like, what is the dress code for this position, etc.
- Maintain eye contact and smile when speaking to the interviewer – even if your nervous.
- Don’t be embarrassed if your nervous – as you do interviews more often, you’ll become more at ease with the process.
- Focus – on your strengths, skills, and willingness to learn.
- Always tell the truth – lies will come back to haunt you.
- Listen carefully – if you don’t understand the question, ask for clarification.
- Never slight a teacher, friend, employer or your university – loyalty is a super important to future employers.
- Watch the grammar – try not to use slang or the word “um,” employers are looking to see how you express yourself.
- Close the interview on a positive note – ask what the next step will be and express your interest in the job (if true).
- Always thank the interviewer – politeness and courteousness go a LONG way.
- Follow up with a thank you note or email – again, courteous and lets them know that you are still interested in the job.
- Practice makes perfect – check out the [Center for Career Readiness](#) for events and workshops to learn more about creating resumes, interview techniques, and more.

Adapted from Tips for a Successful Interview <https://ung.edu/career-services/online-career-resources/interview-well/tips-for-a-successful-interview.php> and Top Job Interview Tips for the College Students on thebalancecareers.com.