



Interview Tips

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- It is a good idea to do a test drive to the location the day before so you will know exactly where you are going the day of the interview.
- Dress professionally and conservatively.
- Give yourself plenty of time to get to the interview. Do not be late. Arrive 10–15 minutes early to the interview.
- Bring 2–3 extra copies of your resume.
- Fill out the application neatly and completely. Do not put “see resume” on the application.
- When you greet the employer smile, make eye contact, and have a firm handshake.
- Make eye contact throughout the interview.
- Ask the interviewer for a business card so that you can send them a “thank you” e-mail immediately after the interview.
- Know your strengths and have specific work-related examples in mind.
- Do not bring up salary in the interview, allow the employer to choose when they want to do this.
- Respond to the employer’s questions with short and concise answers. Stay positive and use emotion as you answer the questions.
- Stay focused and professional. Keep all of your answers directly related to the company, the open position, the interview, and your related experience.
- Refrain from making any negative comments about your past or present employers.
- Have a few questions prepared to ask the interviewer about the position and/or the company. (Example: “What are the most important qualifications for this position?”) Your questions should not pertain to salary, benefits, or lunch hour.
- Be sure to communicate your interest in the position at the end of the interview. Your goal is to get an offer. Once you have an offer, then you can make the decision if this is the place you want to work.
- If you have an emergency and for any reason are not able to make it to the interview, it is very important that you call your Per Sé recruiter as soon as possible.

Give your Per Sé recruiter a call after your interview to touch base about how things went.