

# TIPS FOR ACING YOUR IN-PERSON JOB INTERVIEW

## PRE-INTERVIEW

- 01 Review all the information in the **Interview Prep** that was sent by your TNE Recruiter. It contains specific information regarding your interview – time, location, etc.
- 02 Be familiar with the company and the person you are interviewing with – this will ensure there is no lull in the conversation
- 03 Prepare any questions you would like to ask near the end of the interview
- 04 Bring multiple copies of your resume
- 05 Bring a pen and notebook
- 06 Dress professionally and always err on the side of overdressing for an interview
- 07 Turn your cell phone **OFF** - Putting it on vibrate is not enough
- 08 Be 15 minutes early – **DO NOT BE LATE.** Allow extra time for unexpected traffic

## THE INTERVIEW

- 09 **FIRST IMPRESSION:** Be confident, maintain eye-contact, present a strong handshake and SMILE
- 10 **YOUR SKILLS:** Be yourself, answer with confidence, show enthusiasm. If you don't know the answer, explain that you're willing to do the homework
- 11 **AVOID NEGATIVE STATEMENTS:** Even if you are asked a negative question, always portray yourself in a positive light. Never talk bad about your former company, boss or coworkers
- 12 **TELL YOUR STORY:** Support your claim for being the best candidate by giving specific details and providing examples. Never simply use Yes or No answers
- 13 **DON'T BE AFRAID TO ASK:** Is there anything else I can answer that would help my chances of earning this opportunity
- 14 **FRIENDLY REMINDER:** You are being evaluated on both your skillset and cultural fit

## POST INTERVIEW

- 15 Thank the interviewer(s) for his/her time. Provide a good final impression with a nice, firm handshake
- 16 Write down all the names of the people you met with so you can send personalized **Thank You** notes. Be specific in your thank you notes

*Call your TNE Recruiter **IMMEDIATELY** after your interview*