

## Interview DOs & DON'TS

### DO

- Research the company and understand the job description.
- Arrive early! Give yourself extra time to park. Be in the office/lobby 7-10 minutes prior to your interview.
- Dress professionally. Avoid being too trendy (unless your industry calls for it).
- Bring multiple copies of your resume, cover letter and reference list.
- Introduce yourself by name, and if you are unsure of how to pronounce the interviewer's name, ask.
- Have a firm handshake, make eye contact, smile and be friendly.
- Be personable, confident and maintain eye contact throughout your interview.
- Be thorough and detailed in your responses while being concise in your wording.
- Be prepared for two specific questions: "Tell me about yourself" and "Why should I hire you?"
- Ask what the next step in the process is or when you can expect to hear back.

### DON'T

- Forget to iron your clothes.
- Wear a strong perfume/cologne, preferably none.
- Use your phone – even in the lobby.
- Look bored or disengaged (even in the lobby).
- Submit a crinkled resume.
- Talk over or interrupt the interviewer.
- Use slang, unprofessional language or be too casual with the interviewer.
- Give the impression that you are only interested in the job as a stepping stone or because of its geographical location.
- Make negative comments about anyone, but especially not your former/current employer or supervisor.
- Ask if you got the job.

## INTERVIEW PREPARATION CHECKLIST

Preparation is key for any job interview. Fortunately, interviewers tend to ask similar questions. This interview preparation checklist is a quick and easy way to put together and organize your answers.

<p><b>Five Key Points:</b>            What I want the interviewer to remember about my character.</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<p><b>Why I Am Unique:</b>            Stories/examples that show I'm desirable &amp; uniquely suited for the position.</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<p><b>Development Areas:</b>            Strategic answers to "tell me about your weakness."</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<p><b>Intriguing Ideas:</b>            Based on what I know about the company, my suggestions for improvement or future direction of the team.</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<p><b>Overall Work/Team Philosophy:</b>            Qualities that describe my approaches to challenges, opportunities, etc.</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<p><b>Questions I Have:</b>            About the role, interviewer, company, future growth opportunities, etc.</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>

## Negotiating Your Salary

### DO YOUR **RESEARCH**

- Understand the position's compensation package. Compensation is not only your salary, but also includes your benefits, retirement package, and vacation days. Also, note that wages vary depending upon the job location. Prior to your interview, have an understanding of the average pay for that position in that city/state.
- Utilize Glassdoor.com, LinkedIn, the Bureau of Labor Statistics, recruiters, and industry experts to research the appropriate salary range for the position.

### DETERMINE AN EXACT **NUMBER**

- Based on your research, decide on an exact salary amount that is fair and supports your personal budget.

### PRACTICE WHAT YOU WANT TO **SAY**

- Be able to confidently defend why you deserve the pay you are requesting.
- Give concrete examples to support your request.

### COMPENSATION **DISCUSSION**

- Wait for the employer to make the first offer. If asked what your desired salary would be, respond with "Thank you, I would like to first review the full offer prior to having a discussion."
- Get the employer's offer in writing

### ASK **QUESTIONS**

- If your request is rejected, inquire about what steps to take to achieve that salary in the future.
- Understand when your first performance review will occur and inquire if there is an opportunity to have that conversation sooner than planned.