

INTERVIEW GUIDELINES

The Dos

Be Yourself - You can never be someone else so don't even try. Be polite no matter how incompetent or stupid other people may seem to you. You get what you give.

Look Good - Be presentable and neat when making your first impression. A company may want to hire you no matter how you present yourself, but don't bet on it.

Be Cooperative - Be prompt and courteous and others will respond in kind. Return calls, follow-up and furnish necessary materials when requested.

Stay in Touch - If you want to leave a good impression after the interview, follow-up with a note expressing your appreciation for the meeting and your interest in the company.

Be a Perfectionist - Replace any worn out, scratched or torn pages in your portfolio. Use a name tag with your name, address and phone both inside and out. Always include extra resumes. Include a table of contents page for when you drop off your portfolio and won't be there to explain it (Although I do not personally recommend portfolio drop off policies).

Sketchy Sketches - Rough sketches demonstrate your thought process. Sketches tell the employer your approach to problem solving. The development of an idea can be as important as the finished product. Computer-generated sketches are also useful. Save some.

Be Prepared - Research the company, know the type of work they do and be able to combine your knowledge about them with what you can do for them. Many firms have a web site or annual report. There is also a wealth of information in the library.

The Don'ts

Don't Bash Your Boss - Never say anything negative about your previous employer. You will need them as a reference, if not now, perhaps in the future. Also, the prospective employer will think that you might do the same to them.

Don't Ask About Vacations - Remember you are interviewing for a job, not planning a cruise. There will be plenty of time to discuss the 'perks'. Get their attention first with your expertise.

Don't Be A Pest - Getting a response from your interview may take more time than you expected. Our agency works hard for quick decisions.

Don't Blackmail Your Present Employer - Don't use your job search or job offers to get your present employer to give you a raise or promotion.

Don't Be Late - Be sure to call if you are going to be even 10 minutes late. They may need to reschedule. Allow plenty of time to get there, but if you are early, don't expect to be seen as soon as you arrive.

Don't Give Away Your Future - Employers are looking for loyalty. Do not tell them your plan to start your own business in two years. They will not be impressed by your independence. They want you to stay and grow with them. Watch out for that trick question –“Where do see yourself in two years?”

Don't Leave A Bad Impression - Your interview doesn't need to end with a “high-five”, but a firm handshake, good eye contact and a positive attitude will be your lasting impression.