

## Interview Guidelines

You **must** prove your capability – use specific examples of experience.

You **must** be enthusiastic – show a definite interest in the position and confidence in your abilities.

You **must** ask logical questions. It's always a good practice to have a few written down on a separate sheet of paper, and leave space for answers or notes.

You **must** highlight **achievements** – not just job functions – at prior jobs.

You **must** prove how past experience helped your previous employers.

You **must** demonstrate that you have some knowledge about the company.  
Go to the company web site.

You **must** get to the interview on time. **Better** – get there 15 minutes early.

You **must** dress appropriately – unless instructed otherwise, formal business attire should be worn. –  
**WEAR A SUIT AND TIE!**

You **must** have good manners but shouldn't be condescending.

You **must** explain how you cooperate with co-workers. Companies are looking for a **TEAM** attitude.

You **must** demonstrate loyalty to former employers. You **must** give adequate notice and consideration to your present employer – and never ever badmouth a former employer.

You **must** be alert, show an awareness of your surroundings and above all else – **LISTEN! 80% of the interviewing process is listening.**

You **must** have a comprehensive resume', and make it a point to read it again before every interview.

You **must** ask for the job. No matter what your occupation is, when you're looking for a job, you're in sales.