

TOP 10 INTERVIEWING TIPS

ONE

RESEARCH BEFORE YOUR VISIT.
LOOK AT THE WEBSITE
ASK FOR THE JOB DESCRIPTION
KNOW COMPANY MARKET,
PRODUCTS & GOALS

TWO

PREPARE A LIST OF QUESTIONS
YOU WANT TO ASK THAT PROJECT
INTEREST IN THE COMPANY'S
FUTURE

THREE

DRESS PROFESSIONALLY AND BE
NEAT AND WELL-GROOMED

FOUR

GO TO BED EARLY THE NIGHT
BEFORE AND ARRIVE A FEW
MINUTES EARLY (15-20)

FIVE

TAKE A FEW COPIES OF YOUR
RESUME WITH YOU, A NOTE PAD
AND A PEN.

SIX

MAINTAIN EYE CONTACT AND
SHOW INTEREST IN EVERYONE
INVOLVED IN THE INTERVIEW
BE POLITE & USE YOUR MANNERS

SEVEN

NEVER DISCUSS MONEY AT THE
FIRST INTERVIEW.
NEVER STATE HOW YOUR GOING
TO CLEAN THINGS UP, OR CHANGE
THINGS
AVOID WEARING TOO MUCH
PERFUME, COLOGNE, LOTIONS
(DO REMEMBER DEODERANT)
DRESS UP APPEARANCE IS VERY
IMPORTANT

EIGHT

DO NOT SHOW UP INTOXICATED OR
UNDER THE INFLUENCE OF DRUGS.
IF IT IS A DINER INTERVIEW DO NOT
HAVE MORE THAN ONE DRINK

NINE

SHOW EQUAL RESPECT TO ALL
YOU MEET

TEN

FOLLOW UP WITH A THANK YOU
NOTE

FOR FURTHER INFORMATION

PLEASE CONTACT

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**GARDEN RIVER
BINGO**