

## Interview Etiquettes

### Personal appearance:

- Employers expect you to look your best in an interview and will judge your professionalism by your appearance.
- Dress according to the industry. Dress one step nicer than the dress code.

### Important reminders:

- Be 10 minutes early; no more and no less. This respects the interviewer's schedule.
- Greet your interviewer by name.
- Use good manners with everyone you meet, as the interviewer may ask them about you.
- Relax and answer each question concisely. It is ok to say, "let me think about that."
- Use body language to show interest like eye contact and good posture.
- Thank the interviewer when you leave.
- Send a short thank you note by email or mail following the interview. Use this as an additional personal marketing piece by reinforcing key information about your fit with the company.

### Information to bring to an interview:

- Government-issued identification (driver's license, ID card).
- Resume or application. Although not all employers require a resume, you should be able to furnish the interviewer information about your education, training and previous employment. It shows preparedness and consideration.
- Ensure you have professional references (typically three) ready to pass onto the employer. Provide a document with the names, positions, addresses and phone numbers of your chosen references. Request permission before using anyone as a reference, and make sure to select the people that will give you a good reference. Try to avoid using relatives as references.
- Do your homework about the company. Be sure to know their mission statement, core values and general information.

Portions of this work have been adapted from the <http://www.jobinterviewquestions.org> and [www.bls.gov/OCO](http://www.bls.gov/OCO)