Tips on Interviewing
Nicolet College Career Services

Be Prepared – First Impressions Can Make or Break the Interview
• Practice for the interview
• Research the company/organization and be knowledgeable about what they do and their products/services and mission
• Don’t just be on time – arrive 10 to 15 minutes early
• Project a neat and professional appearance
  o Clothes should be clean, pressed, and appropriate for the job you are applying
• Bring a list of job-related questions to ask

Make the Most of Your Interview
Shake hands firmly with the interviewer(s)
Relax, don’t forget to breathe, make eye contact, and smile
Sit up straight and don’t fidget
Listen carefully to each question and ask for clarification if necessary
Answer questions clearly and completely
Never answer a question with just a yes or no – elaborate, but do not ramble
Show energy and confidence in your answers and demeanor
Don’t forget to ask appropriate questions about the position
In closing, tell them you are very interested in the job and thank them for their time
Send a thank you note immediately after the interview

Do This
• Plan what to wear ahead of time
• Practice answering questions
• Be confident in your abilities
• Be prepared to explain how you can benefit the company
• Dress appropriately, but comfortably
• Shake hands firmly
• Relax, listen, and smile
• Ask questions

Don’t Do This
• Dress inappropriately
• Forget to practice ahead of time
• Chew gum
• Answer questions vaguely, incompletely, or go on and on and on
• Look everywhere but at the interviewer
• Bad mouth a former employer
• Smell like smoke or wear heavy perfume or cologne
• Ask the pay or benefit schedule