During an interview, your task is to prove that you are the best person for the job. Interviews can be nerve-wracking no matter how confident you are in your skills and abilities. Below are some tips to assist you.

**INTERVIEW TIPS**

**DO:**

- **Arrive on time.** Research your directions ahead of time and plan on arriving 15 minutes early. In the event of an unexpected occurrence, call the interviewer to inform them of the situation and offer an apology. Give an approximate arrival time. If you are more than 5 minutes late, the employer may decline to see you.

- **Dress appropriately.** Always wear conservative business attire to an interview. In many situations, it would benefit you to cover up tattoos and take out multiple or unique piercings.

- **Be kind to the receptionist.** Receptionists will often inform the interviewer if an applicant was rude or acted unprofessional.

- **Be enthusiastic and energetic.** Your energy level matters. Show appropriate enthusiasm for the job you are pursuing and stay professional during the interview process.

- **Be prepared to answer interview questions.** Tell the interviewer what you can do for the company, not what you want. Read the job description closely before the interview. Prepare to discuss your background and how it relates to the position you are seeking. Provide examples of your work quality, accomplishments, and abilities and avoid discussing personal information. Have addresses, phone numbers, and dates of employment accessible to complete a job application.

- **Turn off your cell phone.** Always remember to turn off your cell phone and leave it locked in your car before you enter the reception area. Having your cell phone ring or vibrate during an interview is distracting and can be considered disrespectful to both you and the employer. It decreases the focus and time that should be given towards an interview.

**DON’T:**

- **Do not exhibit poor personal hygiene.** Avoid heavy cologne/perfume.

- **Do not smoke before the interview.** Keep breath mints handy and never chew gum during the interview. Avoid drinking coffee before the interview.

- **Avoid speaking negatively about previous employers.** Always discuss positive experiences about past positions to show that you have grown and learned from previous experiences.

- **Do not turn in sloppy paperwork.** Resumes, references, and other employment documents printed on wrinkled or dirty paper will make a poor impression.

- **Avoid arriving late to the interview.** Tardiness can leave a negative impression on employers. This can show your lack of professionalism and not taking the interview seriously. Be sure to arrive 15 minutes early and research location and directions in advance. If you are worried about the potential of getting lost, do a practice run.

- **Do not ask about salary and benefits.** Discussing salary too early in the interview process can leave a negative impression on most employers. Wait for the interviewer to mention the salary first.
Networking is developing, building, and maintaining mutually beneficial relationships for social and professional success.

What is networking?
Networking is developing, building, and maintaining mutually beneficial relationships for social and professional success.

Networking strategies
Networking can be done in person and online. Don’t settle for one avenue. When networking, take advantage of all opportunities. Here are a few to consider:

- Professional organizations
- Career fairs
- Social media
- Professional networking events
- Volunteering
- Networking through professional associations

Where would I go to network?
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Who are the people to consider when networking?
When should I start networking?
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