



INTERVIEW PREPARATION

Dress

Don't underestimate the power of a first impression. You are more likely to receive better service, command more respect and get what you want if you are dressed and speak appropriately for your surroundings.

1. Wear a business suit (blue & gray most appropriate)
2. Change your outfits look for a second interview by wearing a different shirt/blouse, scarf or tie.

Ladies

- a. One set of earrings in your ears
- b. Remove all nose and tongue rings
- c. No more than one ring on each hand
- d. Clear or light colored nail polish
- e. Light makeup (particularly light on the eye makeup and lipstick)
- f. If wearing a skirt or dress, wear pantyhose and the skirt should not be more than 1 inch above your knee
- g. Wear low heels with either pant suit or skirt/dress (easier for walking and less likely to get caught on carpet)
- h. Cover all tattoos with clothing. If you have a tattoo that is not covered by clothing, use makeup or a clear band aid to cover
- i. Hair should be tidy .If you have long hair, it should not be down over face. Wearing up off the shoulders or back in a clip preferred
- j. Suggested stores for reasonably priced business suits and shoes, sale rack at Lord & Taylor, Macy's and Kohl's. TJ Maxx, Target, Marshall's and Value City also have a large selection of inexpensive but appropriate business suits to choose from.

Gentlemen

- a. Remove all earrings including any nose or tongue rings
- b. Remove all jewelry other than a wedding ring and a watch
- c. Remove any nail polish
- d. Being clean shaven and having a short hair cut is preferred
- e. Cover all tattoos with clothing. If you have a tattoo that is not covered by clothing, use makeup or a clear band aid to cover
- f. Suggested stored for reasonably priced business suits and shoes, Men's Warehouse, Lord & Taylor and Macy's



Before The Interview...

- Call ahead and get the proper title and spelling of the person(s) you will be interviewing with.
- Get directions so you can arrive at least 15 minutes before your scheduled interview (you will need to fill out a job application in the reception area that will take you about 10 minutes to complete).
- Be sure you know exactly what position you are interviewing for.
- Do research about the company before your interview.
- Talk to anyone you know that is employed there and find out what they like and or don't like about the company. Ask what they feel is important for you to know for your interview.
- Bring at least 5 copies of your resume in a small attaché or briefcase (don't bring anything too cumbersome than you could drop or trip over during the interview).

What To Expect When You Arrive At The Interview...

- Bring 2 forms of identification such as driver's license and passport together with your resume.
- Complete job application in reception. Answer all questions honestly because there will likely be a background check.
- Block out at least 2 hours for the interview process because the process may take longer than you expect and you may be asked to go for a drug test immediately following your interview.
- **Important!** Stand up for each interviewer, give a firm handshake and look all interviewers in the eye when you introduce yourself. "Hello John nice to meet you, I am Jane Doe."