

25 Key Interview Principles

1. Gather information about the company prior to your interview
2. Anticipate and prepare for questions
3. Consider your response to illegal questions
4. Practice questions with a friend or tape recorder
5. Watch your body language during the interview
6. Dress for success
7. Arrive on time
8. Response time to each question should be no longer than 5 seconds
9. Treat everyone you meet as important to interview
10. While waiting, do something that looks relevant to the interview and job
11. Greet the interviewer properly and with a firm handshake
12. Communicate positive behaviors during the critical first five minutes
13. Keep your hands, arms and elbows to yourself
14. Sit erect and lean slightly forward
15. Keep your feet on the floor
16. Answer your questions with complete sentences and with substance
17. Be sure to ask questions
18. Delay salary considerations as long as possible
19. Delay an offer until you can consider it
20. Reduce your nervousness by practicing a few stress reduction techniques
21. Focus on exchanging useful information rather than just on getting the job
22. Emphasize the positive
23. Focus on the interviewer's needs
24. Close by asking when to follow up
25. Relax and do not forget to smile

