

DRESS FOR SUCCESS & **THE INTERVIEW**



DRESS FOR SUCCESS: MEN



- LONG-SLEEVED COLLARED SHIRT
- ALOHA SHIRT
- SLACKS
- DRESS SHOES
- MATCHING COLOR SOCKS
- WRIST WATCH & WEDDING BANDS
ONLY



IRON EVERYTHING



GROOMING: MEN



FRESH BREATH



BODY ODOR CHECK



CLEAN & TRIM NAILS



GROOM HAIR & FACIAL HAIR



PULL BACK LONG HAIR

DRESS FOR SUCCESS: WOMEN



- DRESS SHIRT
- BLOUSE
- PANTS
- KNEE LENGTH SKIRT
- DRESS SHOES- 3" OR LESS
- MINIMAL ACCESSORIES



IRON EVERYTHING



GROOMING: WOMEN



FRESH BREATH



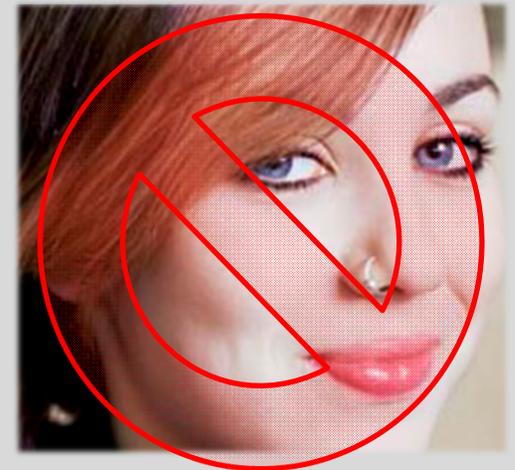
BODY ODOR CHECK



BRUSH & TIDY HAIR

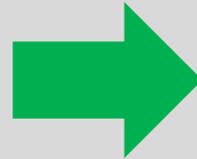
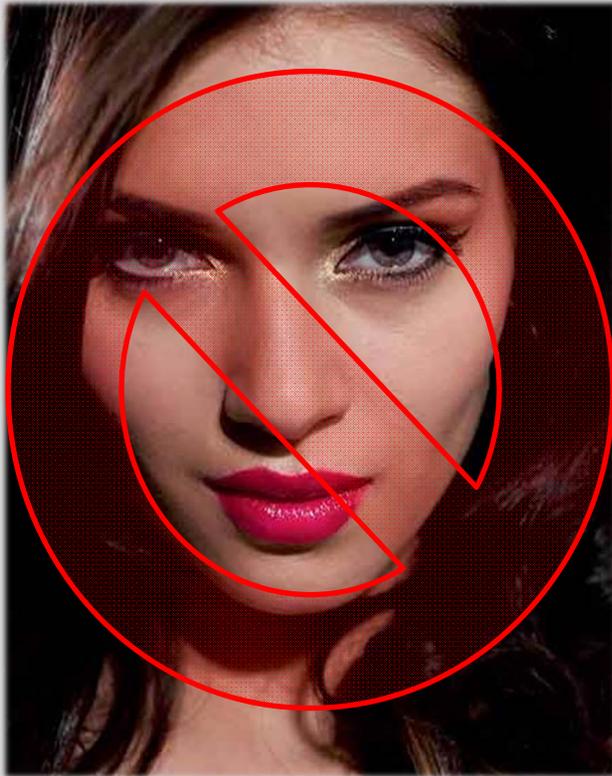


NO NAIL ART. CLEAN & TRIM NAILS



NO FACIAL PIERCINGS

MAKEUP

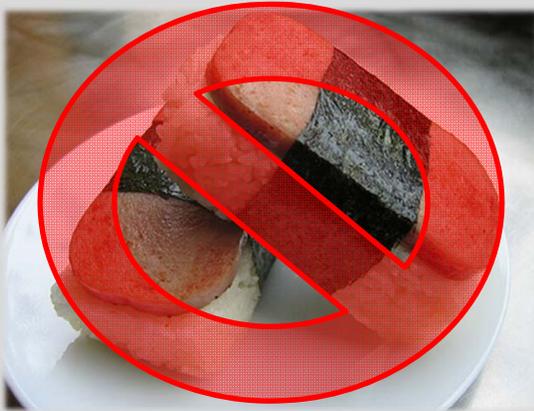


**INTERVIEW
APPROPRIATE**

IF POSSIBLE, COVER YOUR TATTOOS



DO NOT BRING TO THE INTERVIEW



NO FOOD OR DRINKS



NO GUM



NO SMOKING



NO MUSIC



**CELL PHONE
OFF OR SILENT**

THE INTERVIEW: PREPARATION



**RESEARCH THE
COMPANY**



**PRACTICE EXPLAINING
EMPLOYMENT GAPS**



**KNOW YOUR
WORK HISTORY**



PREPARE A PORTFOLIO

THE INTERVIEW: DAY OF



- **BRING YOUR PORTFOLIO**
- **PLAN TRANSPORTATION AND PARKING**
- **GO ALONE**
- **BE 15 MINUTES EARLY**

THE INTERVIEW: IN PERSON



- **PAUSE-PART-PUNCH** (Dale Carnegie & Associates)
- **FIRM HAND SHAKE**
- **EYE CONTACT**
- **GENUINE SMILE**
- **WAIT TO BE SEATED**

THE INTERVIEW



- **MAINTAIN EYE CONTACT**
- **BODY LANGUAGE**
- **POSTURE**
- **BE YOURSELF**
- **ANSWER IN COMPLETE SENTENCES**
- **DO NOT USE SLANG WORDS**
- **BE POLITE**

THE INTERVIEW: QUESTIONS

- **TELL ME ABOUT YOURSELF.**
- **PLEASE EXPLAIN THE GAPS IN YOUR WORK HISTORY OR REASON FOR LEAVING.**
- **WHAT ARE YOUR STRENGTHS?**
- **WHAT IS A WEAKNESS THAT YOU HAVE?**
- **WHY DO YOU WANT TO WORK FOR THIS COMPANY?**
- **DESCRIBE A TIME WHEN YOU HAD TO ASSIST A CO-WORKER.**

THE INTERVIEW: ANSWERS

EMPHASIZE THE POSITIVE

- **MAINTAIN EYE CONTACT**
- **BODY LANGUAGE**
- **BE HONEST**



THE INTERVIEW: ASK QUESTIONS

ASK ONE TO THREE RELEVANT QUESTIONS

- WHICH DUTIES ARE MOST IMPORTANT FOR THIS JOB?
- WHAT DO YOU CONSIDER IMPORTANT QUALIFICATIONS FOR THIS POSITION?
- CAN YOU DESCRIBE A TYPICAL WORK DAY AND THINGS I WOULD BE DOING?
- HOW WILL I GET FEEDBACK ON MY JOB PERFORMANCE?

ADDRESSING YOUR CRIMINAL BACKGROUND



- **BE HONEST**
- **TAKE RESPONSIBILITY**
- **DIVERT & MOVE ON**
- **ACKNOWLEDGE CONCERN**
- **PITCH & CLOSE**

THE INTERVIEW: CLOSING



- **BE INTERESTED. ASK ABOUT THE NEXT STEP**
- **ACQUIRE CONTACT INFORMATION**
- **THANK THE INTERVIEWER WITH A FIRM HAND SHAKE**

THE INTERVIEW: FOLLOW UP



- **SEND A THANK YOU NOTE OR EMAIL**
- **IF YOU DO NOT HEAR BACK, PICK UP THE PHONE**

INTERVIEW EXTRAS: TELEPHONIC INTERVIEW



- **TELEPHONE WORKS PROPERLY**
- **QUIET LOCATION**
- **NECESSARY DOCUMENTATION**
- **PEN & PAPER**
- **PROFESSIONAL TONE**
- **NO EATING, DRINKING, GUM CHEWING OR SMOKING**

INTERVIEW EXTRAS: WEBCAM INTERVIEW



- **DRESS PROFESSIONALLY**
- **SIT IN A WELL-LIT AREA**
- **APPROPRIATE BACKGROUND**
- **REMOVE DISTRACTIONS**
- **MAKE EYE CONTACT WITH THE WEB CAMERA**

GOOD LUCK!



PAUSE-PART-PUNCH

“Hello my name is (pause) first name (part) last name (punch). I’m here to interview for the _____ position.”

[BACK TO PREVIOUS SLIDE](#)