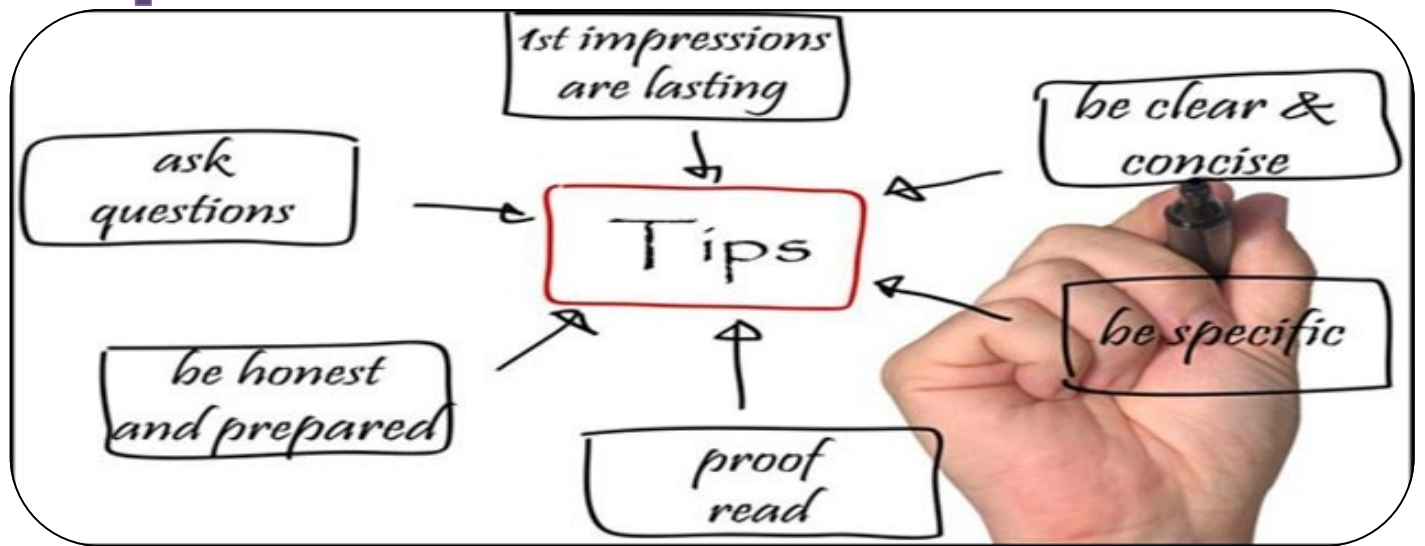


Importance of the Interview



How important is the interview? In a nutshell, the interview is everything. It's where the employer makes a decision. Studies say interviewers often make up their minds within the first 15 minutes of the meeting.

The Day of the interview

Be on time or early- allow for traffic and parking time.

Check your appearance prior to entering the building/interview room- arrive early enough to go to the bathroom and check your appearance.

Be prepared if the interviewer is late- If the interviewer is late by 15 minutes, approach the office manager or receptionist and politely ask when the interviewer will be free.

Be particular about your dress and appearance- How you dress and groom yourself can create a big first impression.

Give a firm handshake and maintain good eye contact- If the employer offers his or her hand, give a firm (but not too firm) handshake and smile).

Act interested and alert- When you are sitting, lean slightly forward in your chair, and keep your head up, look directly at the interviewer.

Pay attention to your voice- if you are naturally soft-spoken, work on speaking louder.