

# PREPARING FOR THE INTERVIEW

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*v' It is essential that you make a good impression during the interview, so there are some preparations to make at LEAST the day before.*

## Research the Company

Find out as much as you can about the company: pmciEts, services, size, age, reputation, management, opportunity, branch offices, etc. Much of this information can be found in the reference section of the library or on the Internet. Talk to someone who works there, if possible. Also make sure you know the full name of the interviewer, the title of the position and the requirements of the position for which you are applying.

## Collect Personal Data/References

Make a list of names, addresses and phone numbers for at least three personal references, all past employers, emergency numbers, doctors, etc. List all work history including exact dates and names of supervisors. This will help when filling out the application. Also take a copy of your resume, samples of your work, if applicable, and your driver's license and Social Security number. Make sure your resume is geared toward the position applied for. Retype one if necessary.

## Decide What You Will Wear

Before the day of the interview, choose what you will wear and make sure it is clean and pressed. CONSERVATIVE is the watchword.

### Men...

Men should always dress appropriately for the position applying for. Whether to wear a suit, sports coat or just a collar shirt depends on the position. When applying for a construction, mechanic or warehousing job, a collar shirt and khaki pants would be acceptable. An office or sales position would require a full suit. Never wear jeans or tennis shoes. Shoes should be shined and hair should be well cut and combed. Remember, 93 percent of companies prefer a clean shaven image. If you insist on growing a beard, wait until after you secure your career position.

### Women...

Women should dress as if applying for a job one or two steps higher than the one for which they are interviewing. If you are applying for a legal secretary position and you dress like a lawyer, you will have an advantage. Avoid trendy outfits or fads. Companies prefer a suit or dress. Wear some jewelry, but not too much; some makeup, but not too much. Pay attention to details such as fresh polish on nails and subtle, if any, perfume. In general, your image should say that you feel and look your professional best.

## Remember

Be polished. Polish your shoes, nails, and glasses as well as your manners.

Be prepared. Organize your thoughts and data.

Be punctual. Allow time for traffic and parking.

Be positive. Confidence in yourself, your abilities, your skills, your goals, and your "rightness" for the position will give you an advantage.