INTERVIEWING FOR SENIORS

I. Introduction
   A. Preparing for the interview
      • Research the company
      • Know where the company is; route to get there
      • Re-read ad, any materials sent
   B. Appearance
      • Prepare interview outfit in advance
   C. Basic questions
      • Prepare answers to basic questions
      • Make sure you have some questions to ask of your interviewer, based on your research

II. Interview day
   A. Appearance & demeanor
      • Accessories to a minimum
      • Clothes are clean, unwrinkled, appropriate
      • Good grooming
   B. What to take with you
   C. Arrival & the interview
      • Be early
      • Polite & friendly to all you encounter
      • Body language
      • Alert & engaged
   D. Your Questions
      • Your research pays off with good questions
   E. Post-interview
      • Thank you’s sent

III. 21st Century Skills
   A. Applying on-line
      • Reference position (scholarship) in subject line of email
      • Attachments sent as pdf documents
   B. Sending your resume electronically
      • Proofread everything!! Spell check everything!! Have someone else look at it too!
      • Then print it out and do it again
      • mis-spelled words actually spell “L-A-Z-Y”
   C. Your “on-line” presence....
      • Does your FaceBook page present the image you want the world to see?
IV. **Mistakes you can Avoid.....**

- Use spellcheck and proof everything
- Don’t be late
- Dress appropriately (conservatively)
- Turn off all technology before you go in (or leave in the car); yes, we can still hear it vibrating in your pocket / purse......
- Be prepared with questions
- Spit out the gum
- Politeness, composure, proper speech are critical
- Don’t fiddle with clothes, hair or jewelry
- Stay focused on interviewer and questions being asked
- Smile.... 😊